



Microsoft Publisher 2003

Pre-requisites

Familiarity with the Windows environment is essential

Course Objectives

This course is designed for new and current users of Microsoft Publisher who need to be able to create desktop published material for in-house and external printing. Creating posters, newsletters and multi page documents by text and graphic formatting and manipulation.

Subjects covered in the session include:-

1 Day

What is Publisher?	Inking text frames
The Opening Screen	Pictures and Graphics
Setting up your document	Formatting Images
Layout Guides and Construction Lines	Working with Clipart
Text Frames	Using images from other applications
Formatting Text	Drawing Tools
Multi page documents	WordArt
Importing Text	Document Construction
	Using Wizards



Optimise Consultancy Ltd

18 Bakewell Drive

Stone

Staffordshire

ST15 8YR

Email: info@optimise.org.uk