



COURSE SCHEDULE

PUBLISHER – LEVEL 1

Introduction To Publisher

The Publisher Window

**Getting Started With
Publisher**

Creating A Publication

Different Publications

Saving Your Publication

Modifying A Publication

Navigating Pages

Creating New Pages

Removing Pages

Moving Pages

Text Boxes

**Creating And Using Master
Pages**

**Editing Content In A
Publication**

Editing Text

Find And Replace Text

Checking Your Work

Formatting A Publication

Creating A Drop Cap

**Working With Other
Characters**

Working With Paragraphs

Formatting Text Boxes

Working With Tables

Working With Graphics

Working With Wordart

Formating Objects

Preparing For Distribution

Check For Distribution

Printing A Publication

Emailing A Newsletter