

Training Course Information

Course Name: An Introduction to Publisher 2003

Course Overview: This course introduces users to Microsoft Publisher 2003. Users will learn the basic knowledge required to competently produce basic documents in this program.

Topics Include:

- Getting Started
- Workspace
- Tools
- Page Orientation
- Text
- Images & ClipArt
- WordArt
- Tables
- Printing

Pre-Requisites: Basic computing knowledge

What's Next? Publisher 2003 Basics

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.