

Publisher 2003: Advanced

1 day

Description

This ILT Series course builds on the concepts and skills taught in Publisher 2003: Basic. Topic coverage includes newsletters, Web site design and publication, hyperlinks, and hot spots. Students will also learn how to perform a mail merge and import data from other Office applications.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Publisher 2003: Basic*
- *Previous experience with Word is recommended*

Course Outline

Unit 1: Working with newsletters

Topic A: Getting started with newsletters

Topic B: Modifying newsletters

Unit 2: Designing Web sites

Topic A: Exploring Web sites

Topic B: Creating Web sites

Topic C: Modifying Web sites

Topic D: Working with form pages

Unit 3: Linking Web pages

Topic A: Creating hyperlinks

Topic B: Modifying hyperlinks

Topic C: Working with hot spots

Unit 4: Publishing Web sites

Topic A: Converting to HTML

Topic B: Understanding FTP and publishing

Web sites

Unit 5: Mail merge

Topic A: Creating data sources

Topic B: Merging data sources with publications

Topic C: Sorting and filtering

Topic D: Completing and canceling a merge

Unit 6: Integrating with Office 2003

Topic A: Importing from other applications