



**THE  
ENTERPRISE  
CENTRE**

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**Microsoft Publisher 2003  
Introduction  
ENT1558**

1 Day

**Workshop Goal**

This **1-day hands-on** workshop is designed for users with little or no exposure to Microsoft Publisher. The intent of the course is to familiarize the students with the Publisher environment and get them up and running quickly. The workshop provides the steps for creating, formatting and modifying publications.

**Topic Outline**

Getting Started with Publisher 2003  
Creating Publications  
Working with Pictures  
Working with Text Frames  
Formatting Publications  
Using editing tools  
Working with multi-page publications  
Working with master pages  
Working with objects and graphics  
Working with tables  
Modifying tables  
Formatting tables  
Printing publications

**Recommended Prior Learning:**

Completion of the **Windows** workshop. You should also be familiar with personal computers and the use of a keyboard and a mouse. A working knowledge of Microsoft Word is beneficial.