



**THE
ENTERPRISE
CENTRE**

**Microsoft Publisher 2003
Advanced
ENT1559**

1 Day

Workshop Goal

This **1-day hands-on** workshop is designed for users with prior exposure to Microsoft Publisher. The intent of the course is to give proficiency in creating newsletters, designing Web sites, setting up mail merges, and performing other advanced-level tasks.

Topic Outline

Working with newsletters

- Creating and Modifying newsletters

Designing Web sites

- Creating and Modifying Web sites
- Working with form pages

Linking Web pages

- Creating and Modifying hyperlinks
- Working with hot spots

Publishing Web sites

- Converting to HTML
- Understanding FTP and publishing Web sites

Mail merge

- Creating data sources
- Merging data sources with publications
- Sorting and filtering
- Completing and cancelling a merge

Integrating with Office 2003

- Importing from other applications

Recommended Prior Learning:

Completion of Publisher 2003: Basic. You should also be familiar with personal computers and the use of a keyboard and a mouse.