

PUBLISHER 2003: LEVEL 2

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This course is designed to give proficiency in creating newsletters, designing Web sites, setting up mail merges, and performing other advanced-level tasks.

Table of Contents:

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

Objectives:

-Preview a Web site that was created in Publisher, create a Web site, insert and delete pages, format pages, and edit your personal information set, insert Web page components, such as logos, pictures, borders, background sounds, and motion clips, insert preformatted form pages, and create and customize form pages.

-Create and modify hyperlinks and work with hot spots.

-Save a Web site to their drive in the HTML format and upload a Web site to a network server via FTP.

-Create and edit an address list, merge a publication with a Publisher address list and a data source created in Microsoft Word, sort a recipient list, remove individual recipients, filter a recipient list, complete and cancel a mail merge.