

# PUBLISHER

## Using the Text Book Learning Microsoft Office Publisher 2003

Key each of the following and create a section for them and place them in your Company Portfolio. Attach a cover sheet and hand in the material for each project.

LEVEL – 1	LEVEL – 2
<b>Lesson 1</b> <b>Getting Started w/ Publisher</b> Exercises 1 – 9, pp. 2 – 42 Do not print Ex. 1 and 3	<b>Lesson 4</b> <b>Working w/ Pictures and WordArt</b> Exercises 29 – 38, pp. 134 – 176 Hand in all exercises
<b>Lesson 2</b> <b>Changing the Design and Layout</b> Exercises 10 – 17, pp. 44 – 76 Hand in all exercises	<b>Lesson 5</b> <b>Creating Various Publications</b> Exercises 39 – 47, pp. 178 – 226 Hand in all exercises
<b>Lesson 3</b> <b>Working w/ Fonts and Styles</b> Exercises 18 – 28, pp. 78 – 132 Hand in all exercises	<b>Lesson 6</b> <b>Creating Web and E-mail Content</b> Exercises 48 – 54, pp. 228 – 260 Hand in all exercises except 49 & 53 Print Only 1 <sup>st</sup> Page of Web Sites

- **UPON COMPLETION OF LESSONS IN EACH LEVEL – SHOW THE INSTRUCTOR ALL WORK TO GET CREDIT FOR THE LEVEL**

**Put a header on each document.** Include your name, filename and date. For example:  
Paul Sadler – 02Geo – 12/3/04

**\*\*Publisher will only allow one line for a header**  
**\*\*You may have to adjust the height of the header,**  
**or put the info in the footer to be viewable**

**Spell check and proofread all documents.** You and only you are responsible for the accuracy of your documents.

**Print preview** your documents before you send them to the printer.

**Print only ONCE!**

**Three hole punch** your documents and put them in your company portfolio.

**Save your documents** to your Company folder on the H: drive