

Desktop Publishing in Word

Have you ever wanted to create a flyer or business card in Word? If your answer is "yes," then this is the course for you. We will walk you through the completion of three projects: a flyer, a business card and a certificate. Along with those projects you will learn great tips and tricks about graphics. These tips will make the task of designing a project much easier.

Course Length

8 hours

Course Objectives

1. Know shortcuts to align graphics to the page
2. Know how to insert and manipulate clipart and photos
3. Know how to customize text boxes
4. Know how to apply drop caps to text
5. Create a flyer
6. Create a business card
7. Create an award certificate



Course Lessons

- Inserting and manipulating graphics
- Aligning graphics
- Formatting with drop caps
- Formatting text boxes
- Creating a flyer using the grid
- Creating a business card and duplicating it with the Autotext feature
- Creating a certificate using page borders

Course Materials Supplied

- **Course Booklet**
Every participant receives a booklet that contains course notes and a listing of Internet resources.
- **Free CD**
Contains Word resources such as templates and Word documents containing links to Free Tutorials and Tips & Tricks Websites.

