



Training Service Website Design

## Pictures & Graphics in Documents Class Overview

Microsoft Word, one of the programs in a Microsoft Office suite has amazing abilities which include adding Photos, Clipart, Word Art, Shapes, and Text customizations to enhance custom newsletters, fliers and invitations etc.

Learn to resize the photos as well as make the text in the document surround them without being covered up by the photo or other forms of graphics. Learn to *draw* shapes that are perfect in size and form to enhance your documents. Learn to create text boxes to contain your text so that it can be maneuvered within the document without loss of content.

Learn to customize graphics using coloring options as well as outlines and fills of colors in the various items.

We will create documents that have all this as well as columns, Bullets/Numbering and Symbols. We will create a flier or newsletter in class using the techniques learned.

Bring a flash drive to save your class projects if you aren't bringing your own laptop.

