



Microsoft Word Creating Eye Catching Documents

Participants on this Microsoft Word – Creating Eye Catching Document half day course will learn how to create visually appealing documents using a variety of techniques in Word. You will find that you don't necessarily need desktop publishing software to achieve great results.

The course assumes a basic knowledge of Word, those who are currently editing documents created by others will also benefit from attending this course.

Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)
10 students (Your Office)

Course Content

Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Deleting Section Breaks

SmartArt

- Using SmartArt
- Organisation Charts
- Adding Diagrams
- SmartArt Themes

Inserting Watermarks

- Adding Watermarks
- Modifying Watermarks
- Deleting Watermarks

Graphics

- Inserting Graphics
- Resizing and Moving Graphics
- Text Wrapping with Graphics

Screenshots

- Inserting Screenshots



Very worthwhile. Learned lots of time-saving techniques which will apply to other areas of the Office suite.

Have learned tips I am looking forward to sharing with other members of my team.

F. Cylich