



White Horse Computer Training

Course Outline

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TRAINING • DEVELOPMENT • CONSULTANCY

Word Desk Top Publishing

Duration: 1 day

Pre requisites:

Basic familiarity with Word, keyboard and mouse

- Creating columns
- Create text frames
- Link text frames in sequence
- Use the drawing tools to create rectangles, ovals and autoshapes
- Apply fill and font colours to text frames and shapes
- Create a WordArt image and apply differing formats
- Insert an image from either clipart or an external file
- Resize, move and crop an image
- Group and ungroup frames and shapes
- Import an image from a scanner or a file
- Linking an image to a file
- Enhancing an image
- Rotating and flipping objects
- Aligning and ordering objects
- Adding text to an auto shape
- Adding 3d effects
- Adding shadow effects
- Drawing arrows
- Creating callouts
- Understanding text wrapping
- The Clip Art gallery
- Combining type and graphics
- Creating drop out effects