DESKTOP PUBLISHING WITH WORD

Are the Word documents you send out sufficient to persuade, inform or inspire your audience? The problem is, there are so many messages competing for people's limited attentions that a simple black and white textual Word document doesn't cut it any more. In this age of branding, business communication must not only read well, it must also be visually appealing.

This daylong workshop will introduce you to a largely unknown design studio inside Microsoft Word, one that will allow you to make everyday documents, such as handouts, memos and advertisements, more inviting, and ultimately more effective. You will learn to create publications such as posters, newsletters, brochures and business cards which are on par with what is produced using full-scale desktop publishing applications.

ID: 10 | LENGTH: 1 DAY | TIME: 9:00AM- 4PM | FEE: $350 (PER PERSON) $1500 (GROUPS UP TO 8)

WORKSHOP OUTLINE

Overview of word desktop publishing
- Introducing desktop publishing with Word
- Discover Word's desktop publishing tools

How to pick a layout
- Learn how to setup a page

How to use graphics
- Word's graphic types
- Learn how to edit and manipulate graphics

Formatting tools
- Editing fonts, tabs and paragraphs
- Working with columns
- Using borders and shading

Use tables for layout
- Learn to use tables to enhance your layout

Editing images
- Work with Photos and scanned documents
- Drawing in Word
- Handling Clip Art
- Managing WordArt

Make brochures legible
- Legibility and good style tips

Using color
- How and when to use color to enhance your design
- Understand how Word uses color

Brochure objects
- Using floating text
- Working with shapes
- Handling lines fills and orientation

Style sheets
- Learn how to use styles to modify your brochure
- Discover time saving tips to finish your brochure in less time

Understanding word layers
- Moving objects to the back of the page
- Moving objects in front of text

Printing your brochure
- Setting print options
- Preparing your brochure to be printed at a print shop

WHO SHOULD ATTEND

This workshop is for intermediate to advanced Word users, and is appropriate for those who use Word to create rich multimedia documents.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto	(416) 929-8324 (Dial 1 For Customer Service)
Toll Free	1800-654-3251
Register Online	http://www.edtech.ca/course.asp?id=10