Microsoft
Word

For Production Designers™

Microsoft Word for Production Designers

This three day workshop teaches critical layout and design skills in a well organized and easy to understand format and features best practices from real world examples. With the time-saving skills, you will learn to create a professional looking layout that looks like it was created in an industrial strength desktop publishing application. You will also discover how to avoid common problems that plague design professionals.

LENGTH: 3 DAY | TIME: 9:00AM-4:30PM | ID: 72 | INDIVIDUAL FEE: $950 | ONSITE: $4500

Topics and Skills

1. EDITING LONG DOCUMENTS

- Working with dialogue boxes
- Customize word
- Introducing styles
- Make the most of styles
- Working with styles
- Style a new document
- 6 steps to fix a problem document
- Managing multilevel numbering
- Navigating long documents
- Track changes
- Understand templates
- Automatic table of contents
- Putting it together

2. MANAGING PAGE LAYOUTS

- The design process
- Writing copy
- Principles of good design
- Understanding Word objects
- Setting up a page
- Layers
- Modifying objects
- Anchors and positioning objects
- Creating graphical text
- Clipart – when and how to use it
- Text boxes
- Finishing drawing objects
- Use tables for layout
- Create multi-page layouts

3. ENHANCE PRODUCTIVITY

- High-speed editing and styling
- Finding word documents
- Managing multiple documents
- Using tabs
- Managing tables
- Word Forms
- Mail merges
- Using sections
- Bookmarks & x-references
- Fields
- Macros
- Autotext and Autocorrect
- The web

Who Should Attend

This is a workshop for design professionals who are transitioning to or using Word for page layout and desktop publishing. We assume you have experience with at least one Microsoft product such as Word, Outlook, or Excel and a working knowledge of one of the following: Adobe Illustrator, Adobe Photoshop, Adobe Pagemaker, Corel Draw, Quark Express or In Design.

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=72