

# ON LINE SERVICES

*Computer Training & Support*

## **Solution Series**

### **Create Brochures, Flyers, and More using Word**

**Overview:** Students will use a variety of desktop publishing techniques to create some simple publications with Word. Here are the activities covered:

- Desktop publishing fundamentals; create a newsletter using Word
- Create an eye-catching coupon flyer
- Save money with a folded flyer
- Design a tri-fold brochure

**Objectives:** Upon successful completion of this course, students will be able to:

- Identify some fundamentals of desktop publishing and create a simple newsletter.
- Create a coupon flyer, incorporating graphics, a page border, and text boxes.
- Print address information on the back of a single-page flyer by creating a template and using the Mail Merge feature.
- Design a tri-fold brochure using a three-column, two-page, landscape layout.

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## **Course Outline**

### **Activity 1: Desktop publishing fundamentals; create a newsletter using Word**

- Add section breaks
- Display text in newspaper-style columns
- Add graphics
- Add newsletter enhancements

### **Activity 2: Create an eye-catching coupon flyer**

- Create a watermark using clip art
- Create a coupon using a page border
- Create a flyer's main body using a text box; add text to the flyer

### **Activity 3: Save money with a folded flyer**

- Create a single-page flyer
- Create a template for the addresses
- Use a template as a main document
- Merge the data

### **Activity 4: Design a tri-fold brochure**

- Prepare the document layout
- Add text to the columns
- Add finishing touches to the brochure

***Solution Series are run in 3 Hour Sessions and can be combined for a full day of training.***