

ON LINE SERVICES

Computer Training & Support

Solution Series

Enhance Your Document Design & Layout **Using Word**

Overview: Students will learn general design and layout concepts, and then use Word to apply those concepts.

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

- Evaluate and apply design and layout principles to their documents.
- Apply advanced formatting to fonts, create drop caps, and use special symbols in bulleted lists.
- Improve the layout of Word documents using line breaks, section breaks, and the ruler.
- Create a pull-quote enclosed in a text box, and create a watermark.

Course Outline

Activity 1: Grasp the essentials of graphic design

- Awaken your design and layout sensibilities
- Lighten up with white space
- Follow the rules; stay within your border
- Get ready to box

Activity 2: Set your style with the right type

- Serif and sans serif - the right combination
- Discovering your fonts
- Follow the golden rules for combining fonts
- Adjust kerning and letter spacing for a super look
- Don't forget about drop caps, special characters, and symbols

Activity 3: Prepare effective layouts like a pro

- Review the main parts of a document
- Simplify your layouts with sections
- Command attention with text organizers
- Adjust line spacing to improve readability

Activity 4: Make a statement with text boxes and graphics

- Draw readers' attention with pull-quotes
- Identify your document with a watermark

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