

Microsoft Office Word Graphics and Drawing Workshop Course Outline



Course aims:

This course is designed for users of Word (any version) who need to produce documents using graphics and drawing elements

Pre-requisites:

Delegates should have a working knowledge of Word (any version) and have attended the basics course

Who should attend:

Word users who create documents requiring drawing and graphic elements.

Duration: 1 day

Graphics	Insert and position graphics, use picture toolbar to change graphic
Paragraph and page borders	Enhance a document using page and paragraph borders
Drawing tools	Use Word's drawing toolbar to add objects and position them correctly
Wordart	Create, edit and format WordArt
Charts	Use Word's Charting feature to create and edit charts in a document
Organisation chart	Create and edit a organisation chart
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