

## Creating Newsletters with Word

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates must be experienced with using a mouse and working in the Windows environment. Basic word processing experience is essential.
Training formats:	Closed course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### Page Set-up

changing the page layout • using mirror margins • add or delete extra pages

### Creating a Masthead

inserting a table • entering and editing text in a table • inserting a picture into a table • improving the appearance of a table • using Word's table format gallery • altering column widths & row heights

### Setting up Columns

creating multiple columns • changing the column width • adding section breaks in a column

### Styles

creating a style • applying a style • redefining the format of a style

### Adding Graphics

inserting Clipart • inserting pictures from a file • formatting pictures

### Drop Caps

inserting creating drop caps • formatting drop caps

### Adding a Pull Quote

inserting a text box • formatting a text box

### Table of Contents

creating a TOC • using other styles to create a TOC • updating a table of contents

### Headers and Footers

inserting headers and footers • aligning headers and footers • formatting headers and footers