

Microsoft Word 2013: Newsletters

Modality: On Demand

Duration: 1 Hour

About the course:

This online learning program teaches how to design and flow text, insert tables, charts, photos, and clipart, etc. Students will also discuss different layouts of documents while you refine your recently acquired expertise.

Course Objective

- Understanding of text in straight column
- Understanding of text in text boxes
- How to work with pictures and graphics
- Understanding of special touches

Course Duration:

This learning program is based on 1 hour training

Audience:

This course is designed for:

- Anyone who want to learn about MS Word 2013 newsletter features.

Prerequisites:

- There are no prerequisites for this online training course.

Course Outline:

Getting Started

What you'll learn in this training

- Setting Up the Banner
- Entering banner text
- Formatting the banner text
- Using WordArt for a title

- Adding a border
- Inserting a section break

Text in Straight Columns

- Setting up columns
- Inserting a story
- Choosing font and alignment
- Setting paragraph spacing
- Opening a second view of the document

Text in Text Boxes

- Using text boxes for text placement
- Linking text boxes
- Flowing text into linked text boxes
- Wrapping other text around a text box

Working with Pictures and Graphics

- Adding pictures to a story
- Resizing the picture
- Setting text wrap around your graphic
- Adding a background graphic
- Setting graphic transparency
- Adding an AutoShape

Special Touches

- Adding background color or shading to an area
- Adding story dividers
- Saving your newsletter as a Web page
- Adding a chart
- Adding a side bar text box
- Adding a table