

Workshop for Word

1. Review of Basics –
 - Standard Toolbar
 - Format Toolbar
 - Margins and line spacing
 - Columns
2. Insertion of Graphics-
 - Define and demonstrate wrapping
 - Demonstrate and use from Clip Art
 - Demonstrate from existing internet file
 - Practice
3. Creation of Tables
 - Demonstrate using the draw table
 - Provide practical application
 - Demonstrate only how to insert Excel table
4. Explanation of Draw tools
 - Demonstrate various tools
 - Create a project using various tools
 - Demonstrate the Text box and its uses
 - Allow time to practice text boxes
5. Create an awareness of Templates
 - Show how to access templates
 - Explain some schools may not have them available
 - Explain how they work: such as brochures, newsletters
6. Explain the difference between save and save as
 - Provide a disk for participants to take material home.
7. Allow time for questions from audience.