

Module 1 – Creating a Flyer

- The Project
- Starting a New File
- Margin Guides
- WordArt
- Adding Pictures
- Tables
- Aligning Objects
- Saving
- Printing

Module 2 – Templates

- The Project – a Tri-fold Brochure
- What is a Template?
- Creating the Layout
- Determining What to Place in each Section
- Designing the Cover
- Using Design Gallery Elements
- Adding Objects to the Design Gallery
- Creating the Return Address and Mailing Address Sections
- Rotating Text Boxes
- Save the Template
- Creating a Brochure based on the Template
- Inserting Text from Microsoft Word
- Linking Text Boxes
- Adding Graphics
- Working with Text Wrap

Module 3 – Mail Merge

- What is Mail Merge?
- Starting the Mail Merge Wizard
- Identifying the Main Document
- Identifying the Data Source
- Creating a Data Source in Word
- Adding Data Fields to the Main Document
- Merging and Printing

Module 4 –Creating Business Cards

- The Project
- Creating the Template
- Setting Margin Guides
- Setting Ruler Guides
- Saving the Template
- Formatting Text Boxes
- Adding BorderArt
- Line Drawing and Formatting
- Track/Kerning
- Grouping Objects