

Microsoft Word - Juice up your documents with Illustrations

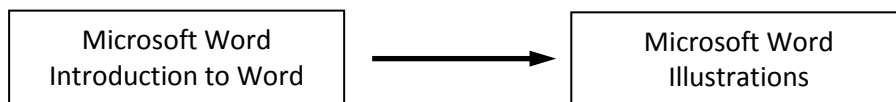
Audience

This course is for individuals who create Word documents and wish to add Illustration objects including clip art, digital images, SmartArt and charts to further enhance their document. This course is best suited to users who are new to Word Illustration tools, or wish to further enhance their understanding of the Illustration tools available.

Duration

2 hours

Prior Learning Segment



All students must be able to navigate efficiently within Word and have met the learning outcomes for Ripped Orange's Microsoft Word – Introduction to Word course.

Learning Scenario

All courses at Ripped Orange following a real life scenario to assist in the learning process. During this course the student will be assigned as an employee of a fictitious company called Reperio Orange.

Key Learnings

- Insert ClipArt images and digital images on file
- Utilise and understand the features available on the Picture Tools and Format tabs
- Insert and modify an Excel Chart
- Insert and modify shapes from the Illustrations group
- Insert and modify a SmartArt graphic

Learning Outcome(s)

At the end of the course the student will have the knowledge necessary to develop skills to create and modify Illustration objects including clip art, digital images, shapes, SmartArt graphics and Excel charts.

Next Learning Segment

