



Using Custom Graphic Elements in Word 2016

Course ID #: 7000-538-ZZ-Z

Hours: 2

Course Content

Course Description:

Word includes extensive drawing and graphics capabilities. Custom graphic elements enable you to position text boxes at any location or orientation in your document and add a wide variety of shapes. WordArt adds visual appeal to headings, and SmartArt automates the creation of structured diagrams within your document. This course will give you the skills you need to use these features to create striking-looking documents in Word.

Target Student:

This course is intended for students who are experienced Word users and who want to use advanced capabilities in Word.

Topics:

Lesson 1: Using Custom Graphic Elements

Topic A: Create Text Boxes and Pull Quotes

- Text Boxes
- Pull Quotes and Sidebars
- The Text Box Gallery
- The Drawing Tools Format Contextual Tab
- How to Create Text Boxes, Pull Quotes, and Sidebars
- Creating a Text Box

Topic B: Add WordArt and Other Text Effects

- WordArt
- Text Effects
- Drop Caps
- How to Add WordArt and Other Text Effects
- Adding Text Effects to a Document

Topic C: Draw Shapes

- Shapes in Word
- Types of Shapes
- The Drawing Canvas
- How to Draw Shapes
- Drawing Shapes

Topic D: Create Complex Illustrations with SmartArt

- SmartArt Graphics
- The Choose a SmartArt Graphic Dialog Box
- SmartArt Graphic Categories
- The SmartArt Contextual Tab
- How to Create Complex Illustrations with SmartArt
- Creating Illustrations with SmartArt