



Expert Graphic Techniques for Word
IPD127

Hours: In Class 3 Clinical 0 Total 3

Description

Word allows you to do much more than simply insert or place graphics. In our Word series of our internal classes, this one will focus on the graphic design functions in Word such as pictures, SmartArt, screen shots, and other items that can be found on the Insert tab. You will learn graphic types and insert them into your word documents. This class takes you through importing, inserting, and even creating pictures, clipart, SmartArt, shapes, charts, screenshots, watermarks, WordArt and objects. Make your documents truly customized and eye popping. Personalize them with a custom watermark. Insert objects such as an Excel Spreadsheet or another Word document.

Why learn it?

These functions really breathe life into your drab black and white text documents. With a simple picture or chart, you can turn your document from meh to yeah! Luckily, there's a whole range of ways you can add images to better illustrate, no pun intended... your point.

Prerequisites

IPD120 Word Essentials or basic Word knowledge.

Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

Books

Expert Graphic Techniques for Word - ISBN: FORTHCOMING (Included)

Learning Objectives

- Insert and manipulate various types of graphics.
- Create and edit a watermark for your document.
- Insert other electronic documents into a main Word document.
- Utilize graphic commands to adjust and fit objects into your document.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include lecture, class discussion and demonstrations.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises.

Grading Policy

A certificate of completion requires successful completion of all assigned work within the established time frame.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities.

Students must be on time and meet the attendance policy set for this class which is 80% attendance.