

# **Student Learning Outcomes**

## ***Word Module 4 – Enhancing Page Layout and Design***

### **Open Aria.docx (Practice)**

- Create Continuous Section Breaks in Document
  - Format individual Sections
- Create Columns
  - Balancing Columns
- Insert Text Boxes
  - Draw and Format a Text Box
  - Align Text
  - Wrap Text
  - Fix Position on Page
  - Shape Styles
- Insert Drop Caps
- Insert WordArt
- Insert a Picture
  - Resizing and Crop Pictures
  - Floating a Graphic
    - Wrap Text Around ClipArt
- Add Border / Shading to entire Page / Paragraph