

Student Learning Outcomes

Word Module 4 – Enhancing Page Layout and Design

Open Aria.docx (Word4>Module folder)

- Create Section Breaks for Page Layout
- Create Columns
 - Balancing Columns
- Insert Text Boxes
 - Draw a Text Box
 - Layout Options
 - Insert Text from file
 - Align Text
 - Shape Styles
- Insert Drop Caps
- Insert WordArt
 - WordArt Styles, Effects
- Insert a Picture
 - Floating a Graphic
 - Wrap Text Around ClipArt
 - Resizing a Picture, Cropping a Picture
 - Picture Color, Picture Styles
- Add Border / Shading to entire Page / Paragraph