



Infotech Performance Group

Software Training with CEU's

Word Newsletters, Flyers, and More

INFOTECH PERFORMANCE GROUP

Software Training with CEU's®

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infotech4scripps.com

BRN

Provider approved by the California
Board of Registered Nursing, Provider
#11907,
for 3.5 Contact Hours

TUITION REIMBURSEMENT

All courses eligible for reimbursement
through the Scripps tuition
reimbursement program

For more information on our courses
or consulting services please visit us
on the Web at:

www.infotech4scripps.com

- Making flyers the easy way
- Columns
 - Column Basics
 - The Format Columns Dialog Box
 - Tips for working with columns in a newsletter
- Graphics
 - Inserting Clip Art
 - Moving and Sizing a Graphic
 - The Picture Toolbar
 - The Format Picture Dialog Box
 - Editing a Graphic
 - Graphic and Page Borders
- Templates
 - Using Existing Templates
 - Wizards
 - Creating Your Own Templates
 - Customizing Word Templates
- Using Word to Create Email Newsletters
 - Background colors and designs
 - Tips for Working with Graphics
 - Sending your newsletter via Outlook