



The Office Wiz
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**COURSE DESCRIPTION FOR
MICROSOFT® OFFICE WORD®:
CREATE BROCHURES, FLYERS AND MORE***

Skip the expensive printing costs and use Word to create professional looking advertising materials. Master all the techniques needed to create newsletters, flyers and brochures yourself. The class is instructor-led with lots of hands-on activities. You can even bring your own files to experiment with. Learn to:

- Identify some fundamentals of desktop publishing and create a simple newsletter.
- Create a coupon flyer, incorporating graphics, a page border and text boxes.
- Print address information on the back of a single-page flyer by creating a template and using the Mail Merge feature.
- Design a tri-fold brochure using a three-column, two-page, landscape layout.

LENGTH

One four hour session.

PREREQUISITES

Word: Level 1 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lab Activity 1: Desktop publishing fundamentals; create a newsletter using Word

- Add section breaks
- Display text in newspaper-style columns
- Add graphics
- Add newsletter enhancements

Lab Activity 2: Create an eye-catching coupon flyer

- Create a watermark using clip art
- Create a coupon using a page border
- Create a flyer's main body using a text box; add text to the flyer

*Actual content may vary depending on the version of Microsoft Word.

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Lab Activity 3: Save money with a folded flyer

- Create a single-page flyer
- Create a template for the addresses
- Use a template as a main document
- Merge the data

Lab Activity 4: Design a tri-fold brochure

- Prepare the document layout
- Add text to the columns
- Add finishing touches to the brochure

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition from Word 2003
- Level 1
- Level 2
- Level 3
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables