

# Accessible Information Using text & images



## >> Who should attend?

This course is intended for all groups of people who need to design and create documents using text & images including PCP (Person Centred Planning).

## >> Course Objectives

Upon successful completion of the course delegates will be able to utilise the basic functions of Word to create, format and print Documents utilising the formatting techniques needed to import, alter and arrange images.

## Course Content

### Images

- ✓ Insert Images from Files
- ✓ Copy & Paste Images
- ✓ Google Images
- ✓ Clipart

### Page Layout

- ✓ Landscape/Portrait
- ✓ Margins
- ✓ Page Border
- ✓ Header & Footer
- ✓ Background / Fill Effects
- ✓ Page breaks

### Format Image

- ✓ Crop an image
- ✓ Layout of an Image
- ✓ Ungroup / regroup images
- ✓ Watermark Images
- ✓ Contrast / Brightness
- ✓ Duplicate & arrange images

### Text

- ✓ Insert and format text boxes
- ✓ Borders
- ✓ Wordart
- ✓ Alignment
- ✓ Arrows

### Tables/Columns

- ✓ Creating Tables & Columns
- ✓ Formatting Tables & Columns
- ✓ Borders and Shading

### Document and image transfer

- ✓ USB Pen Drives
- ✓ Camera source
- ✓ Scanner source
- ✓ Shared and local drives
- ✓ Emailing as attachments

**1 Day**

## Facilitators:

Norma Georgeson, Learning & Development Officer  
James Cole, ICT Trainer

### Pre-requisites

- ✓ A reasonable working knowledge of Microsoft Word or
- ✓ Attendance on Introduction to Word



**Dates – Wednesday 14<sup>th</sup> April 2010 / Thursday 20<sup>th</sup> May 2010 At;**

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