



# Word Processing in Pages

## Business Course

Tuition: \$159

Half-day Hands-on Course

Pages is Apple's program for word processing. In this class, you will gain a basic understanding of creating rich documents.

**PREREQUISITES:** This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**WHO SHOULD ATTEND:** This class is for anyone who is looking to better understand Pages.

### WORD PROCESSING

- Choosing a template
- Replacing the placeholder text
- Formatting text and lists with styles
- Adding graphics to a document
- Adjusting margins in a document
- Proofreading a Document
- Using change tracking
- Using comments
- Creating addressed envelopes
- Adding a table of contents

### CREATING A NEWSLETTER

- Choosing a newsletter template
- Working with a template
- Replacing placeholder text
- Editing image placeholders
- Cropping images using masks
- Customizing colors
- Laying out more pages
- Inserting a page into a layout
- Exporting to a PDF

### CREATING A MARKETING PACKAGE

- Assembling project assets
- Creating a poster
- Creating a postcard
- Creating a one-sheet

