Quest

Make your own Christmas Cards in Microsoft Word

Two, Two Hour Sessions, FREE

These sessions have a seasonal topic, as you get to use Microsoft Word to make your Christmas Cards. Ideally you will have some Word Processing experience, but as long as you're familiar with Windows and using a mouse and keyboard you will be eligible for these sessions. Topics will include the following: -

- **Formatting**: Using different fonts, font sizes, bold, italic and underline. Colour will be used to format fonts and highlight text

- **Editing**: Use the cut, copy and paste features and use the undo and redo commands.

- **Tables**: Inserting tables to use as an aid to layout

- **Page Borders**: Adding page borders

- **Graphics**: Using ClipArt and downloading royalty free graphics, manipulating graphics and inserting in your document

For information on dates, times and locations, please see our latest Quest timetable and booking forms - available in all libraries or online at **www.west-dunbarton.gov.uk/quest**

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