

## **Lesson 1: Creating a One-Page Document**

- Topic 1A: Start a Document from a Publication Design
- Topic 1B: Change Publication Design Elements
- Topic 1C: Save and Print a Document
- Topic 1D: Modify Text Boxes
- Topic 1E: Format Basic Text
- Topic 1F: Insert and Resize Clip Art Images

## **Lesson 2: Creating a Multi-Page Document**

- Topic 2A: Determine Page Setup
- Topic 2B: Add Design Elements to a Master Page
- Topic 2C: Insert Ruler and Layout Guides
- Topic 2D: Import Text
- Topic 2E: Link Text
- Topic 2F: Use Columns
- Topic 2G: Use Spell Check

## **Lesson 3: Formatting Text**

- Topic 3A: Create Tabs
- Topic 3B: Determine Line Spacing
- Topic 3C: Insert Symbols
- Topic 3D: Create and Modify Styles
- Topic 3E: Create Indents

## **Lesson 4: Inserting and Modifying Graphics**

- Topic 4A: Insert Custom Images
- Topic 4B: Crop an Image
- Topic 4C: Draw Basic Shapes
- Topic 4D: Format Basic Shapes

## **Lesson 5: Inserting and Modifying Tables**

- Topic 5A: Insert and Modify a Table
- Topic 5B: Merge Cells
- Topic 5C: Insert Text in a Table
- Topic 5D: Resize Table and Column Widths
- Topic 5E: Format a Table

## **Lesson 6: Drawing a Logo**

- Topic 6A: Use Drawing Tools
- Topic 6B: Use WordArt
- Topic 6C: Manipulate Objects
- Topic 6D: Control Object Interaction
- Topic 6E: Save an Illustration as a Graphic

## **Lesson 7: Designing an Office Stationery Suite**

- Topic 7A: Use Special Paper

Topic 7B: Use Publications by Design  
Topic 7C: Create an Address List  
Topic 7D: Use Mail Merge