

Drawing Objects in the Microsoft Applications

Prerequisite

None

Course Description

Students will learn to use the drawing utility in PowerPoint, Word, and Excel. Students will explore all the various options with drawing objects, rotating objects, grouping and ungrouping, adding 3-D effects and shadows, and adding text to objects. They will learn to save a drawing as a bitmap image.

Objectives***Drawing Objects***

- Create Objects from the Drawing Toolbar
- Delete an Object
- Duplicate an Object
- Apply Border and Patterns to Objects
- Add Text to an Object
- Move Objects
- Resize Objects
- Insert Clip Art

Modify Objects

- Rotate an Object
- Group and Ungroup Objects
- Change Object Arrangement

Class Length

90 minutes
Instructor lead, hands-on course