



First in Technology, First in Training.

## Intro to Pages

**Business course**

**\$159**

**Half-day Hands-on Course**

**9am-12:30pm**

### Overview

Pages is Apple's word processing application. Just launch Pages and start typing to create compelling letters, reports, and other word-processing documents. Or create beautifully designed brochures, flyers, and newsletters in page layout mode. 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 for a better understanding of Pages.

### Topics

#### Word Processing

- Explore existing templates
- Creating your own new blank documents
- Changing fonts styles
- Adding photos, tables, charts, media
- Navigating large documents
- Importing Word documents
- Exporting documents

#### Creating a Marketing Piece

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

#### Creating a Newsletter

- 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

Register online at [firsttech.com/training](http://firsttech.com/training)