

## **Microsoft Word: Graphics, Themes and Other Objects**

Course length: 1 Hour

Course type: Instructor led, hands-on learning

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### **Course Details**

Add graphics and clip art, work with graphics (resizing, rotating, cropping, positioning, text wrapping), create diagrams, use drawing tools, use Word Art, change document background, add watermark, apply themes, and set page borders. This session will briefly touch on inserting charts from Excel and inserting videos from YouTube.