iWork Pages Introduction

Course Objectives

- Basic Word Processing
- Building A Report
- Creating a Newsletter
- Creating Promotional Materials
- Sharing Documents

Audience

This course is **designed for New or Self-Taught users of iWork Pages** who want to be proficient with the fundamental features.

Prerequisite

No prior knowledge or experience of iWork Pages is required to attend this course. You must be familiar with using Mouse and Keyboard.

Duration

This is **a 1-day iWork Pages** course. The timing can be either **09:30 to 16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **iWork Pages** course can be **run online** or at our training venue near Liverpool Street (London) or any preferred location in the **UK or Europe**.

iWork Pages Introduction Course Outlines

Basic Word Processing

Opening Pages

Choosing a Template

Writing in Full-screen Mode

Replacing Placeholder Text

Using the Inspector

Inserting Tables, Charts or Shapes

Formatting Texts and Lists Using Styles

Choosing Fonts and Colors

Adding Graphics

Proofreading a Document

Creating Addressed Envelopes

Customizing Text

Customizing a Layout

Setting Up a Document

Adding Shadows, Rotating Elements

Borders and Bullets

Building A Report

Opening an Existing File

Tracking Changes

Using Comments

Inserting a Cover Page

Managing Section Breaks

Adjusting Margins

Starting Chapters on Right Facing Pages

Adding Headers and Footers

Formatting, Lists and Styles

Adding a Table of Contents

Sharing Documents

Creating a Newsletter

Choosing a Template

Working with a Template

Formatting the Title

Building the First Page

Laying Out More Pages

Adding Photos or Graphics

Inserting a Page into a Layout

Exporting to PDF

Distributing via Email

Arranging Text and Graphics

Creating Promotional Materials

Customizing the Media Browser

Creating a Brochure, Flyer or Poster

Modifying Masked Images

Adjusting Text to Fit a Layout

Group and Edit an Object

Connecting Text Boxes

Format a Hyperlink

Adding Sound to a Pages Document

Saving a File as a Template

Sharing Documents

Printing

Email

PDFs

Converting to Word