

Freelance Graphics

Course Level : Introduction

Course Duration : 2 days

Prerequisites : A working knowledge of Windows 95

▼ Course Content

- Course Objectives
- What is Freelance?
- A Windows 95 Overview
- Loading Freelance
- Using Help
 - Help Contents
 - Search for help
- The Freelance Screen
 - Title Bar
 - Menu Bar
 - SmartIcon Bar
 - Scroll Bars
 - The Toolbox Buttons
- Creating a Presentation
 - Using a SmartMaster
 - Selecting a Page Layout
 - Title, Bulleted List
 - Charts, Tables
 - Organisation Charts
 - Symbols
 - Diagrams
- The View Tabs
 - Current Page
 - Slide Sorter
 - Outline
- Saving the presentation
- Using the Tools
 - Rectangle, Polygon
 - Lines and arrows
 - Open curve, polyline
 - Circle, Arc
 - Freehand drawing
- Shapes and Text Tools
 - Shapes with text
 - Flowchart
 - Connectors



- Working with objects
 - Select
 - Move, Resize and Reshape
 - Rotate and Flip
- Pattern Fills and Lines
- Changing Colours
- Inserting Clipart
- Importing Graphics
- Working with text blocks
 - Creating and Editing
 - Moving, resizing
 - Changing attributes
- Creating Organisation Charts
- Creating Speaker Notes
- Running a screen show
- Printing the presentation
 - Handouts
 - Speaker Notes
 - Full page
 - Audience Notes
 - Outline
- Workshop