

**COURSE SYLLABUS**

**Course Code**            **FLYER01**  
**Course Title**           **Flyers and Letter Heads using Microsoft Word**

Duration                3 hours contact time  
                                 (One session is 1.5 hours)

Qualification           media mount certificate of achievement

Training Level           Intermediate

Prerequisites           Ability to use Microsoft Word at a beginner or intermediate level

Summary                This course will enable the learner to create simple promotional flyers and also letter heads for business or home use

Price                      Price Category C  
                                 Our full price list is available on request



**To enrol on this course or contact media mount for further information visit our website**

**[www.mediamount.co.uk](http://www.mediamount.co.uk) or telephone (+44)(0)28 9147 2020**

Course Objectives

1. Enable the learner to create a flyer and letter head
2. Use both clip art and images from the Internet in a Word document
3. Change the page setup of a document

Topics

Module Application	Outline
<b>Microsoft Word</b>	<ul style="list-style-type: none"><li>• Change Page Setup options</li><li>• Add borders to a page and section</li><li>• Insert, edit and move clip art</li><li>• Format text</li><li>• Gather images from the Internet</li><li>• Insert, edit and move images</li><li>• Insert and edit bullet points</li><li>• Printing and saving documents</li><li>• Headers and footers</li></ul>

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

---

**To enrol on this course or contact media mount for further information visit our website**

**[www.mediamount.co.uk](http://www.mediamount.co.uk) or telephone (+44)(0)28 9147 2020**

Notes