



- **Description:**

Images such as symbols, drawings, diagrams, photographs and clip art are a way to peak interest in and improve the overall look and feel of a website or print materials. This class introduces individuals to the vocabulary and basic techniques used to manipulate graphics for distribution via the web or in print materials.

- **Prerequisite:**

Knowledge of basic computing technology including keyboarding, file management, folders, desktop and personal storage media.

- **Objectives:**

After completing this workshop participants will be able to:

- Understand and recognize types and categories of graphic imagery files.
- Locate and download useful clip art and other graphic imagery for use in projects.
- Use the basic editing tools in Microsoft Word to edit and modify images for use in projects.

- **Materials:**

Microsoft Word
Other materials provided.

- **Activities:**

Review acronyms and vocabulary.
Add graphics to a document.
Modify graphics within a document.
Control the layout of images within a document.