



# Pages Training

The application layout has gone through a few changes, which unifies the layout of the iOS and iCloud platform. Apple's answer to streamlined word processing, easy to use and dynamic in what it produces.

Prerequisite: a basic understanding of the macOS  
Duration: 4 Hours  
R1550.00 incl. VAT

## Understanding the interface

- Understanding menus, shortcut keys and toolbars.
- Accessing and uses of the sidebar.
- Selecting different document views.
- Navigating documents and windows.

## Creating documents

- Using templates / document gallery.
- Opening, saving and closing docs.

## Document settings

- Setting margins
- Adding page and section breaks
- Setting multiple columns
- Varying page orientation within a document
- Adding watermarks and background images

## Working with text

- Applying font formatting
- Entering text / inserting & deleting text.
- Using click and type to enter text.
- Inserting symbols & special characters.
- Using find & replace function

## Working with paragraphs

- Paragraph formatting
- Setting justification / line spacing
- Paragraph indentation / list formats
- Setting paragraph formatting options

## Using styles

- Understanding and applying styles
- Creating and deleting styles
- Modifying styles

## Working with tables

- Understanding tables
- Creating a table with ruler
- Creating a table with tabs
- Creating a cell table
- Using table-styles
- Converting between tab & cell table

## Setting headers & footers

- Using built-in headers and footers
- Manually creating headers & footers
- Setting multiple headers & footers

## Working with media in a document

- Using media browser to insert media
- Formatting images
- Text wrapping around an image
- Inserting and formatting a text box

## Using automatic functions

- Using Autocorrect and AutoFormat
- Using AutoText and AutoComplete

## Collaboration

- Adding comments
- Tracking changes
- Merging and comparing documents

## Using automatic functions

- Using Autocorrect and AutoFormat
- Using AutoText and AutoComplete

## Exporting & printing options

- Exporting document as .pdf
- Printing to a printer
- Setting page setup options