



# 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. Create and edit all your documents, reports, letters, brochures, invitations etc. Learn how to use tabs and rulers, create headers and footers, and collaborate transparently with tracking for version control and comment.

**Prerequisites:** Candidate must have a basic understanding of the Mac OS X.

**Duration:** 3 Hours

- **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
- **Working with tables:**
  - Understanding tab tables
  - Creating a tab table with ruler
  - Creating a tab table with tabs
  - Creating a cell Table
  - Using table-styles
  - Converting between tab & cell table
- **Using styles:**
  - Understanding and applying styles
  - Creating and deleting styles
  - Modifying styles

- **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
  
- **Exporting & printing options:**
  - Exporting document as .pdf
  - Printing to a printer
  - Setting page setup options