



Welcome to Pages MacOS Course Outline:

Duration: 4 Hours

Prerequisites:

A basic understanding of the MacOS environment.

Course Objectives

Apple's answer to streamlined word processing, easy to use & dynamic in what it produces.

Setup Requirements

A Mac device that has been freshly installed with the latest version of OS 10.15 Catalina.

Understanding the Interface

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

Creating Documents

- Using templates / document gallery
- Opening, saving & closing documents

Document Settings

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

Working with Text

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

Working with Paragraphs

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



Using Styles

- Understanding
- Creating & deleting styles
- Modifying styles

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 tables

Setting Headers & Footers

- Using built-in headers & 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