Creating a Flyer in Microsoft Word.

Below, you can see a flyer that I created. Here's how I did it.


Announcing: A Presentation by R. Craig Collins on

"MAKING A FLYER."

Learn about :
- Change margins
- Add text
- Add text boxes, lists, and set placement and borders
- Format text colors, themes, apply styles, and add word art, center
- Add images
- Format image placement, size, shadows
- Add border.

Watson Technical Center

April 29, 2020
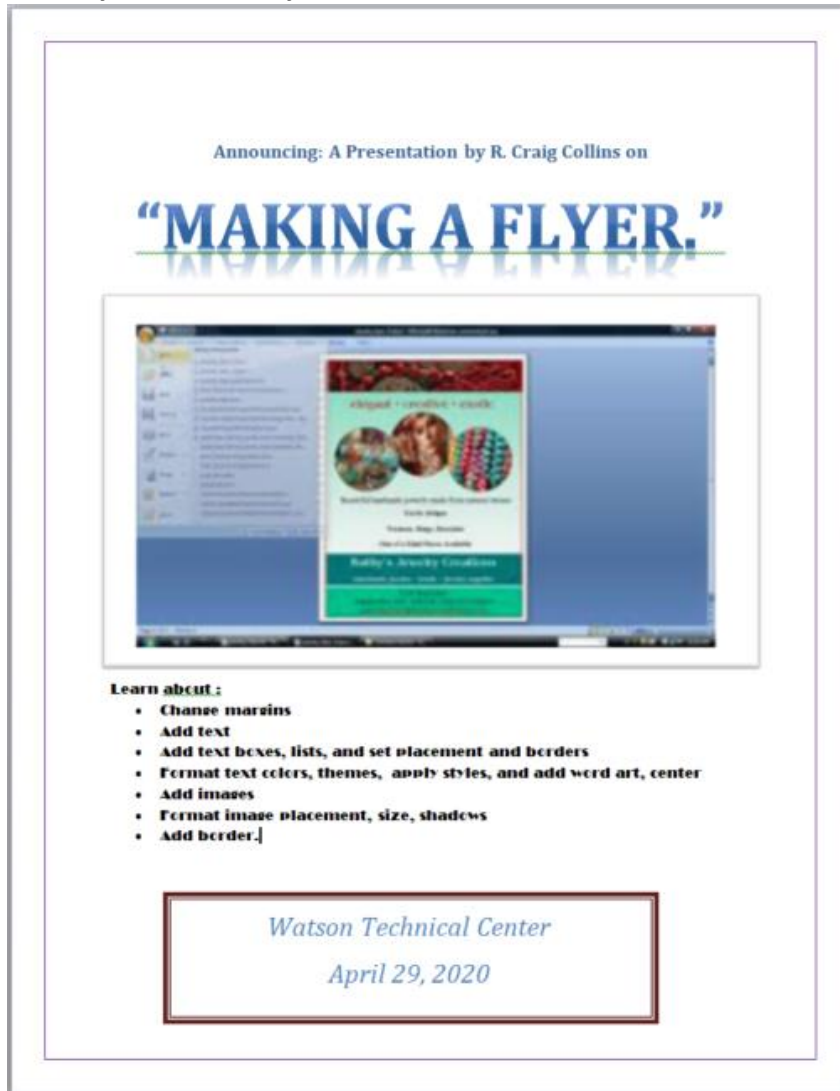
Perhaps change your margins to Narrow, and
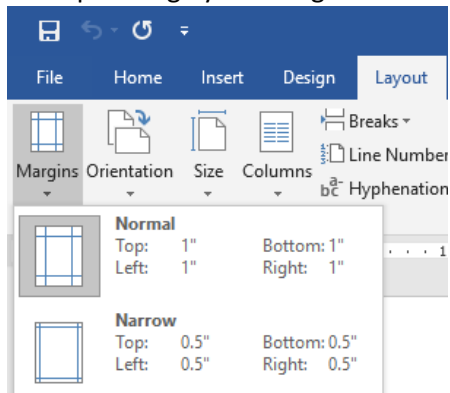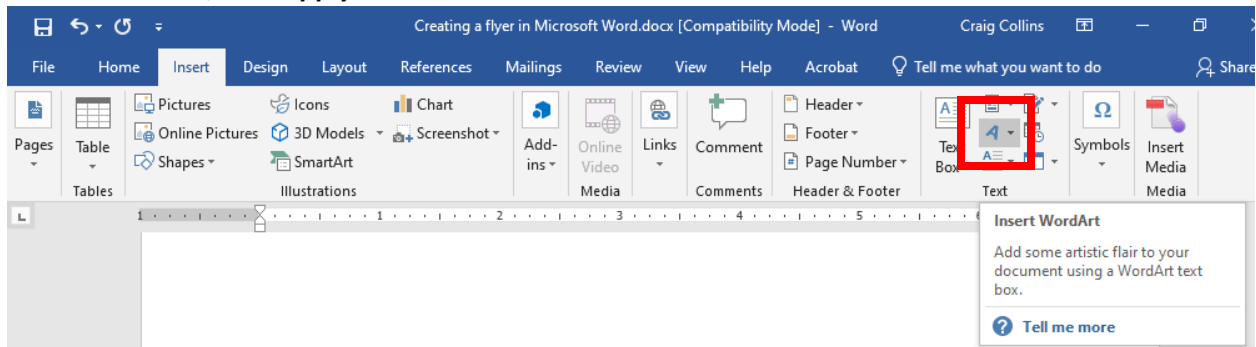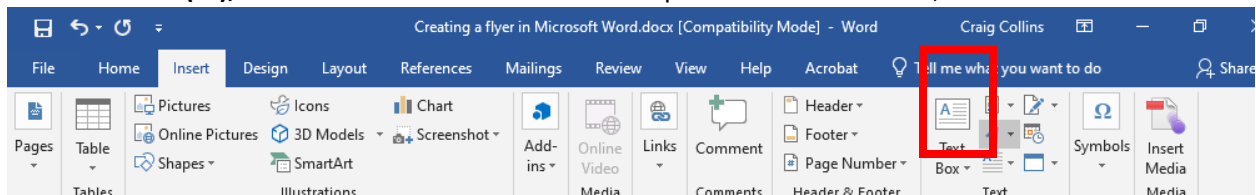

Add ALL of your text

Select some text, then apply a Heading (click the v for more options)
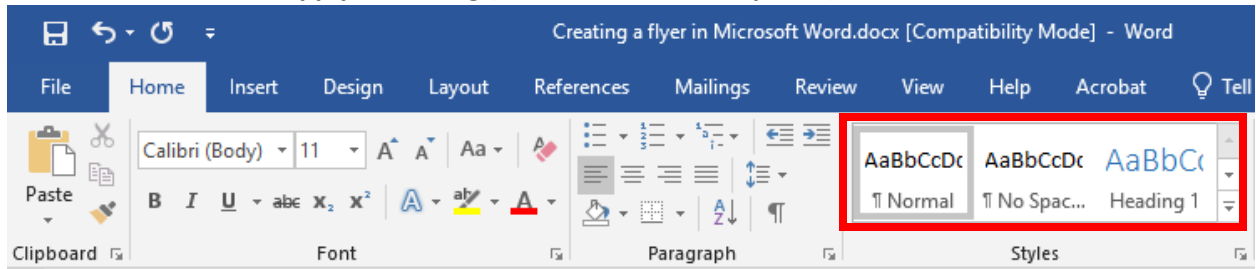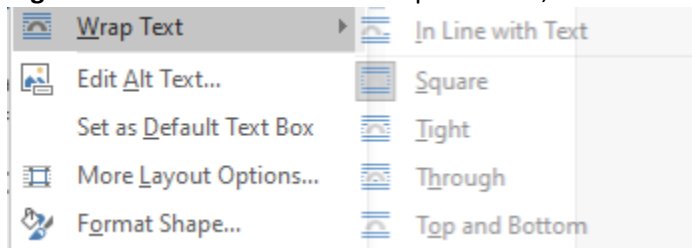

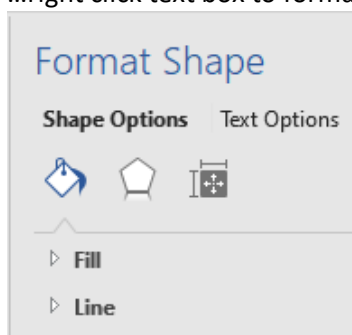**Select some text, then apply Word Art**

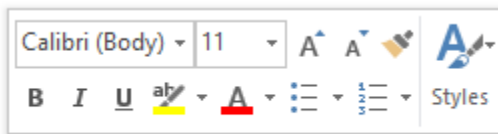**Insert text box(es),** then select some text and cut then paste into the text box, or add new text

Right click the text box to control placement, or…

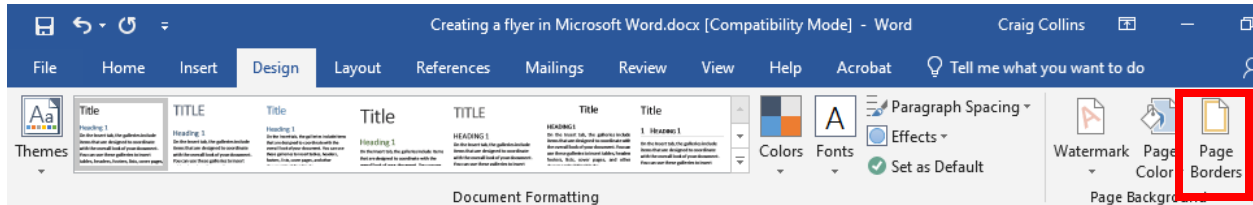…right click text box to format fill and border (line color, thickness

Format some text by selecting it, then change colors, sizes, faces, etc.,

and perhaps experiment with **themes** to change multiple aspects of your document design,

and perhaps **add borders** to whole page, and change the color and size of line.

Select some text or a paragraph, and control left, center, or right-hand **alignment**, or covert text to a list.
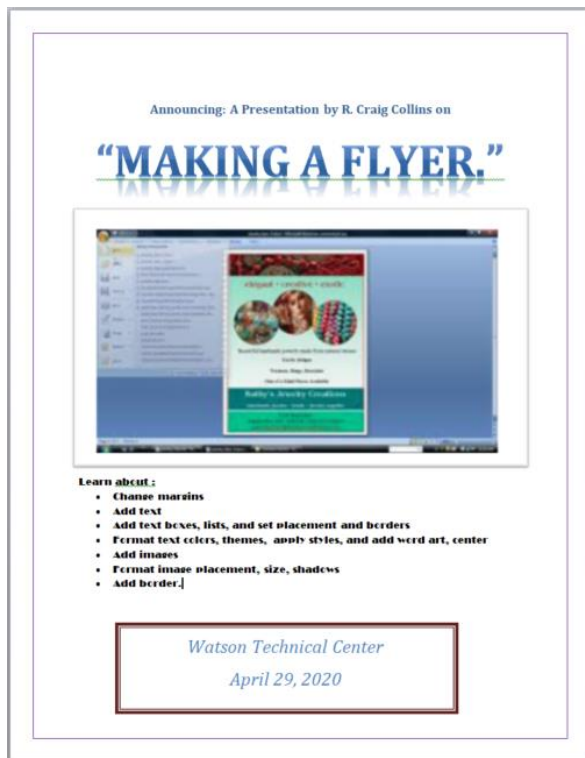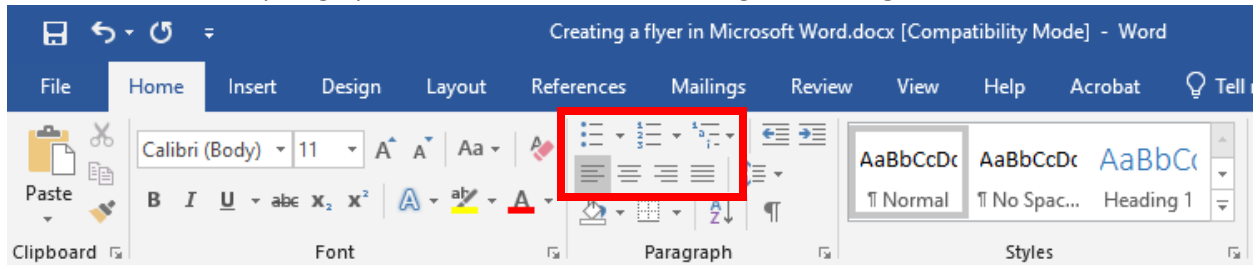
Note:

Text converted to a Style

Text converted to WordArt

Image that has been scaled, and Picture Styles used for a 'frame'

Formatted text, using a list

Border around document

Many items have been centered

Text Box