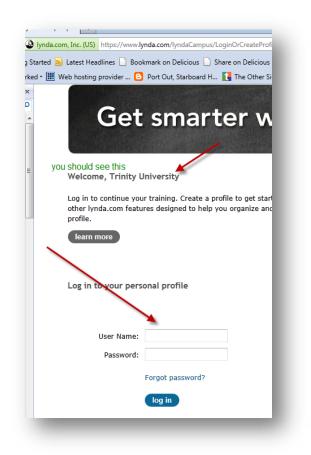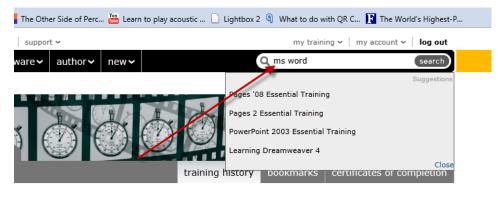Go to Lynda.trinity.edu – make sure you have already set up your account.

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▼ 8. Illustrating a Document	For PC - choose chapter 8 and the files for that chapter	01h 07m
Illustrating documents with pictures, shapes, and clip art	👁	08m 43s
Positioning, sizing, and cropping graphics	👁	06m 11s
Wrapping text around graphics	👁	04m 54s
Laying out text and graphics with a table	👁	06m 50s
Adjusting brightness, contrast, and sharpness of photos	👁	04m 30s
Applying special effects to graphics	👁	05m 04s
Applying styles to graphics	👁	05m 40s
Illustrating with charts: Inserting a chart from Excel	👁	08m 26s
Illustrating with diagrams: Using SmartArt	👁	10m 22s
Illustrating with screenshots: Capturing screenshots from your computer	👁	03m 17s
Illustrating with WordArt	👁	03m 35s

For Mac users, choose Chapters 13 & 14 and the files for those chapters.

Converting between tab and cell tables	02m 33s
▼ 13. Using Borders and Shading	18m 12s
Adding borders to text and paragraphs	05m 38s
Adding borders to table cells	03m 47s
Setting page borders	04m 13s
Applying shading	04m 34s
▼ 14. Working with Multimedia Elements	16m 56s
Using the Media Browser to insert media	03m 24s
Inserting media from a file	02m 36s
Formatting images	04m 30s
Wrapping text around an image	02m 27s
Inserting and formatting a text box	03m 59s

Work through the exercises.

Upload a screen shot of your last video tutorial project .

Write a blog entry critiquing the experience. Was it easy to use? What were the problems you encountered, if any? Discuss and compare learning from a self-paced tutorial with learning in class as a group.

At the end of your entry, name one or two new things that you learned about MS Word.