OVERVIEW – WEEK 5

Lecture: *The Write Stuff*
Workshop: Microsoft Word (2007 version)/tables/formatting/saving(esp. file formats)/converting to pdf's
Self-Directed: Develop a CV for yourself in a word document, using the following: at least one table, a header or a footer, two different fonts and font sizes. Consider your layout – write a paragraph (in a new word document) that 'evaluates' your layout design. (Feel free to make up stuff for your CV that hasn't quite happened *yet* – e.g. exhibition at the Tate, London.) Save as a word document and save as a pdf.

Microsoft Word is one text editing software programme. Have a look at some of the others that were in the lecture, and name another two that you think you might use:

_____
_____
What referencing style do you need to use to hand in your School of Art written work?
_____
And where will you find information on how to reference using it? (hint – a web address):
_____

Open a new document in Microsoft Word to create your 'CV'. This can be as real, or as made up as you want – the goal is to use the following *Tools* in MS Word, and to think about your *Layout*, so that it is easy to read.
You should insert, use the following at some point in your document:
-A table (Play around with borders – you can make borders invisible, but they will still neatly arrange your text)
-Fonts and sizes (Good graphic design often uses more than one font and font size, usually ones that are dissimilar, for emphasis.)
-Insert an image (this may be your own image, or one that you scanned from last week, to show off your work. Try different ways to layout your image in the document.)

SAVE this document as a.doc file and as a pdf (hint – go to the 'Acrobat' Tab in MS Word.
Write down the names of your files here:

Open a new document in MS Word and write a short paragraph discussing and evaluating what you did in your CV – e.g. how did you use your fonts for emphasis? Was it difficult to change the borders on your table? Which layout for your image did
you use, and why?

Make sure you SAVE this as a separate file:

(file name)