



ACUITY TRAINING LTD

# Lotus Freelance Graphics Introduction



## Lotus Freelance Graphics – 1 day

Lotus. software

Freelance Graphics software has become quite popular in the last several years, because it is a relatively easy program to learn and use to create attractive materials for giving talks.

Freelance Graphics:

- Provides cost-effective desktop productivity applications
- Meets the needs of both enterprise and individual users
- Helps increase employee productivity
- Exchanges documents seamlessly to and from other business applications

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Introduction to Freelance

- Exploring the Freelance Graphics environment
- Using the Help options
- Closing a presentation and closing Freelance Graphics

### Building a presentation

- Creating a new presentation
- Saving a presentation
- Working Outliner view
- Rearranging and deleting pages

### Formatting and editing

- Formatting text
- Setting margins and alignment
- Editing text in a presentation

### Working with drawing tools

- Drawing objects
- Working with text in objects
- Working with colours in objects
- Working with clip art and diagrams

### Using tables and charts

- Working with tables
- Working with charts
- Creating organisation charts

### Using advanced features

- Working with SmartMaster
- Customising pages

### Delivering a presentation

- Previewing and running a presentation
- Printing a presentation