

This class will teach students how to keep related files created in different programs together (as you might use a binder clip). For example, if you have a Word document, and Excel workbook and PowerPoint slides that make up a single report, you can place them in a binder to work on them together. In a binder, you can apply a consistent style, add page numbers consecutively across all the files, use the same header and footer for all sections in the binder, or create individual sections for your work.