

Nomas Training

Course Outlines

2021

Training Course Summary 2021

Company	Course	Level
Microsoft	Word	Introduction
		Intermediate
		Advanced
	Excel	Introduction
		Intermediate
		Advanced
		VBA - User
		VBA - Professional
	Access	Introduction
		Intermediate
		Advanced
		VBA - User
		VBA - Professional
	Project	Introduction
		Intermediate
		Advanced
	PowerPoint	User
	Publisher	
	OneNote	User
	Visio	
Adobe	Photoshop	Level 1 – Basics / Composites
		Level 2 – Image Manipulation
		Level 3 – Working With Text

Training Course Outlines 2021*

COURSE	LEVEL	TOPICS		
MICROSOFT WORD (Back To Contents Page)	INTRODUCTION (1 Day)	<p>An Introductory course for new users of this package.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Entering Text Automatic Procedures – AutoCorrect Moving / Deleting Text Page Setup – Margins, Orientation Creating Simple Tables </td> <td style="width: 50%; border: none;"> Formatting Text Moving Around A Document Printing Documents Headers & Footers - Basics Spell Check </td> </tr> </table>	Entering Text Automatic Procedures – AutoCorrect Moving / Deleting Text Page Setup – Margins, Orientation Creating Simple Tables	Formatting Text Moving Around A Document Printing Documents Headers & Footers - Basics Spell Check
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	INTERMEDIATE (1 Day)	<p>Users should have attended an MS Word Introduction course or be familiar with the 'basics'.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Creating Forms Inserting Objects / Graphics Formatting Complex Tables Numbered Lists Working With Indents / Hanging </td> <td style="width: 50%; border: none;"> Headers & Footers - Complex Page / Section Breaks / Page Numbering Creating AutoText Using / Modifying Tabs </td> </tr> </table>	Creating Forms Inserting Objects / Graphics Formatting Complex Tables Numbered Lists Working With Indents / Hanging	Headers & Footers - Complex Page / Section Breaks / Page Numbering Creating AutoText Using / Modifying Tabs
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ADVANCED (1 Day)	<p>It is assumed that you are a regular user of MS Word or have attended either of the above courses.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Styles – Creating & Modifying Using Mail Merge Using Watermarks / Captions Footnotes / Endnotes / Fields Document Protection </td> <td style="width: 50%; border: none;"> Creating Table Of Contents Working With Tracking Changes Using Outline Numbering Creating / Using Templates Creating / Modifying Macros </td> </tr> </table>	Styles – Creating & Modifying Using Mail Merge Using Watermarks / Captions Footnotes / Endnotes / Fields Document Protection	Creating Table Of Contents Working With Tracking Changes Using Outline Numbering Creating / Using Templates Creating / Modifying Macros	
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* General guide to the topics that are covered. Courses can be tailored to suit specific requirements.

<p style="text-align: center;">MICROSOFT EXCEL</p> <p>(Back To Contents Page)</p>	<p>INTRODUCTION (1 Day)</p>	<p>An Introductory course for new users of this spreadsheet package.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> What Is A Spreadsheet ? Opening / Saving Workbooks Increasing Column Width / Row Height AutoFill / AutoCorrect / AutoComplete Creating Graphs / Charts Cell Comments </td> <td style="width: 50%; vertical-align: top;"> Entering / Formatting Data Copying / Pasting Data Automatic / Keyboard Shortcuts Simple Formulae / Calculations Printing Worksheets </td> </tr> </table>	What Is A Spreadsheet ? Opening / Saving Workbooks Increasing Column Width / Row Height AutoFill / AutoCorrect / AutoComplete Creating Graphs / Charts Cell Comments	Entering / Formatting Data Copying / Pasting Data Automatic / Keyboard Shortcuts Simple Formulae / Calculations Printing Worksheets
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	<p>INTERMEDIATE (1 Day)</p>	<p>Users should have attended the MS Excel Introduction course or be familiar with the 'basics'.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Building Formulae Splitting / Combining Cell Content IF / COUNTIF / VLOOKUP Functions Freeze Panes / Split Screen Creating Pivot Tables Creating Nested Formulae </td> <td style="width: 50%; vertical-align: top;"> Relative And Absolute References Copying / Linking Worksheets & Workbooks Conditional Formatting - Basics Sorting / Filtering Data Protecting Cells / Sheets Creating Combination Charts </td> </tr> </table>	Building Formulae Splitting / Combining Cell Content IF / COUNTIF / VLOOKUP Functions Freeze Panes / Split Screen Creating Pivot Tables Creating Nested Formulae	Relative And Absolute References Copying / Linking Worksheets & Workbooks Conditional Formatting - Basics Sorting / Filtering Data Protecting Cells / Sheets Creating Combination Charts
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<p>ADVANCED (1 Day)</p>	<p>It is assumed that you are a regular user of MS Excel or have attended one of the above courses.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Named Ranges Creating Complex Nested Formulae SUMIF / DSUM / INDEX / MATCH Functions Using Date Functions / Formulae Tables - Advanced </td> <td style="width: 50%; vertical-align: top;"> Advanced Sorting / Filtering Data Data Validation Conditional Formatting - Advanced Customising Ribbon / Tabs Pivot Macros – Creating / Modifying / VBA </td> </tr> </table>	Named Ranges Creating Complex Nested Formulae SUMIF / DSUM / INDEX / MATCH Functions Using Date Functions / Formulae Tables - Advanced	Advanced Sorting / Filtering Data Data Validation Conditional Formatting - Advanced Customising Ribbon / Tabs Pivot Macros – Creating / Modifying / VBA	
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<p style="text-align: center;">MICROSOFT ACCESS</p> <p>(Back To Contents Page)</p>	<p>INTRODUCTION (1 Day)</p>	<p>An Introductory course for new users of this database package.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> What Is A Relational Database ? Creating Database Tables Using Validation Rules Sorting & Filtering Data Designing And Setting Criteria Creating Reports </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> MS Access Concepts / Terminology Setting Data Types Using Lookup Fields Creating Select Queries Creating And Modifying Forms Designing And Modifying Reports </td> </tr> </table>	<ul style="list-style-type: none"> What Is A Relational Database ? Creating Database Tables Using Validation Rules Sorting & Filtering Data Designing And Setting Criteria Creating Reports 	<ul style="list-style-type: none"> MS Access Concepts / Terminology Setting Data Types Using Lookup Fields Creating Select Queries Creating And Modifying Forms Designing And Modifying Reports
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<p>ADVANCED (1 Day)</p>	<p>It is assumed that you are a regular user of MS Access or have attended either of the above courses.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Building Relational Databases Bound And Unbound Controls Using Tab Pages Creating / Modifying Macros Designing Application Menus Setting Passwords / Start-Up Defaults </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Types Of Relationship Links Creating Calculated Controls Creating Option Groups Creating Command Buttons Compacting Databases Autoexec Macro </td> </tr> </table>	<ul style="list-style-type: none"> Building Relational Databases Bound And Unbound Controls Using Tab Pages Creating / Modifying Macros Designing Application Menus Setting Passwords / Start-Up Defaults 	<ul style="list-style-type: none"> Types Of Relationship Links Creating Calculated Controls Creating Option Groups Creating Command Buttons Compacting Databases Autoexec Macro 	
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<p>MICROSOFT PROJECT</p> <p>(Back To Contents Page)</p>	<p>INTRODUCTION (1 Day)</p>	<p>This course covers the procedures involved in planning and managing a project.</p> <p>Content ;</p> <p>Creating / Linking Tasks Dependency Links Gantt / PERT Chart Monitoring A Project Printing & Reporting</p> <p>Filtering Data Working With Views Assigning Resources Resource Overallocation Monitoring Project Progress</p>
	<p>INTERMEDIATE (1 Day)</p>	<p>A working knowledge of MS Project is assumed or prior attendance on an MS Project Introductory course.</p> <p>Content ;</p> <p>Deadline Dates Assign Resource Calendars Critical Path Inserting Data Fields Outlining Tasks Find Slack In Projects</p> <p>Setting Constraints Setting Lag / Lead Time Levelling Projects Effort Driven Tasks Tracking Projects / Baseline Project Costs Planned v Actual</p>
	<p>ADVANCED (1 Day)</p>	<p>A good working knowledge of MS Project is assumed & ideally prior attendance on an MS Project course.</p> <p>Content ;</p> <p>Setting / Changing / Assigning Calendars Task Types – Work / Duration / Units Inserting Custom Fields Working with Multiple Projects Sharing Resources Customising Ribbon / Tabs</p> <p>Templates Linking Projects Customising Reports Cross Tab Reports Import / Export To Excel Creating Macros</p>

<p style="text-align: center;">MICROSOFT POWERPOINT</p> <p style="text-align: center;">(Back To Contents Page)</p>	<p style="text-align: center;">USER (1 Day)</p>	<p>This course covers all aspects of creating a presentation.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Creating Slides Inserting Bullet Points Creating Tables Creating Organisation Charts Aligning Objects Adding Animations Creating Slide Transitions Using Action Buttons Portrait / Landscape Slides Creating Custom Shows Inserting Movie Files Playing Sound Throughout A Presentation </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Formatting Text Formatting Bullet Points Creating Graphs Adding Graphics Using Clipart Creating Speaker Notes Running A Slide Show Creating / Using Templates Setting Slide Timings Export Outlines to MS Word Adding Individual Slide Sounds Copying Slides To A New Presentation </td> </tr> </table> <p>Users will have the opportunity to create / design their own presentations & will be encouraged to bring material & content, in order to work on their presentation, to maximise the benefit of attending this training course.</p>	<ul style="list-style-type: none"> Creating Slides Inserting Bullet Points Creating Tables Creating Organisation Charts Aligning Objects Adding Animations Creating Slide Transitions Using Action Buttons Portrait / Landscape Slides Creating Custom Shows Inserting Movie Files Playing Sound Throughout A Presentation 	<ul style="list-style-type: none"> Formatting Text Formatting Bullet Points Creating Graphs Adding Graphics Using Clipart Creating Speaker Notes Running A Slide Show Creating / Using Templates Setting Slide Timings Export Outlines to MS Word Adding Individual Slide Sounds Copying Slides To A New Presentation
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<p style="text-align: center;">MICROSOFT PUBLISHER</p> <p style="text-align: center;">(Back To Contents Page)</p>	<p style="text-align: center;">USER (1 Day)</p>	<p>This course covers all aspects of using this desktop publishing package.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Using Standard Templates Creating A 2-Panel Booklet Working With Text Dealing With Text Overflow Adding Photographs Layering Text & Graphics Grouping Objects Creating Tables Merging Table Cells Using Master Pages </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Creating A 1-Page Flyer Creating a 3-Panel Brochure Connecting Text Boxes Working With Styles Using The Content Library Creating Watermarks Using Layout & Ruler Guides Adding Rows / Columns Adding / Deleting Pages Printing Publications </td> </tr> </table>	<ul style="list-style-type: none"> Using Standard Templates Creating A 2-Panel Booklet Working With Text Dealing With Text Overflow Adding Photographs Layering Text & Graphics Grouping Objects Creating Tables Merging Table Cells Using Master Pages 	<ul style="list-style-type: none"> Creating A 1-Page Flyer Creating a 3-Panel Brochure Connecting Text Boxes Working With Styles Using The Content Library Creating Watermarks Using Layout & Ruler Guides Adding Rows / Columns Adding / Deleting Pages Printing Publications
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<p style="text-align: center;">MICROSOFT ONENOTE</p> <p style="text-align: center;">(Back To Contents Page)</p>	<p style="text-align: center;">USER (1/2 Day)</p>	<p>This course covers the concepts of organising notes / information, into a digital notebook using Microsoft OneNote</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Creating a NoteBook Add / Edit Notes Inserting Links To Files Adding Graphical Content Inserting & Recording Videos Using & Creating Template Pages Integration With Outlook Tasks Inserting & Using Tags Sharing A Notebook Viewing User Changes Applying Section Passwords </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Create New Pages Create New Sections Inserting Links To Web Pages Using / Editing Tables Inserting File Printouts Dock To Desktop Feature Incorporating E-Mail Content Searching A NoteBook Collaborating With Other Users Synchronising Changes </td> </tr> </table>	<ul style="list-style-type: none"> Creating a NoteBook Add / Edit Notes Inserting Links To Files Adding Graphical Content Inserting & Recording Videos Using & Creating Template Pages Integration With Outlook Tasks Inserting & Using Tags Sharing A Notebook Viewing User Changes Applying Section Passwords 	<ul style="list-style-type: none"> Create New Pages Create New Sections Inserting Links To Web Pages Using / Editing Tables Inserting File Printouts Dock To Desktop Feature Incorporating E-Mail Content Searching A NoteBook Collaborating With Other Users Synchronising Changes
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<p style="text-align: center;">MICROSOFT VISIO</p> <p style="text-align: center;">(Back To Contents Page)</p>	<p style="text-align: center;">USER (1 Day)</p>	<p>This course covers all aspects of using this technical drawing package.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Using Shapes Inserting Text Using Styles Grouping Shapes Adding Objects Aligning Objects Outline Window Creating Flow / Organisation Charts Creating Network Diagrams Designing / Using Timelines </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Adding Connectors Inserting Graphics Pan & Zoom Feature Creating Stencils / Shapes Using Layers Distributing Objects Size & Position Window Copying To MS Office Packages Creating Office / Floor Plans </td> </tr> </table>	<ul style="list-style-type: none"> Using Shapes Inserting Text Using Styles Grouping Shapes Adding Objects Aligning Objects Outline Window Creating Flow / Organisation Charts Creating Network Diagrams Designing / Using Timelines 	<ul style="list-style-type: none"> Adding Connectors Inserting Graphics Pan & Zoom Feature Creating Stencils / Shapes Using Layers Distributing Objects Size & Position Window Copying To MS Office Packages Creating Office / Floor Plans
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<p style="text-align: center;">VBA (EXCEL)</p> <p style="text-align: center;">(Back To Contents Page)</p>	<p style="text-align: center;">USER (1 Day)</p>	<p>This course covers all aspects of using the VBA programming environment ;</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Introducing Visual Basic for Applications Editing a Macro in the Visual Basic Editor Creating a Sub Procedure Understanding Data Types Using Input Boxes Using the If...End If Decision Structures Using the Do...Loop Structure Error Trapping / Break Points </td> <td style="width: 50%; border: none;"> Recording / Running a Macro Creating a Standard Module Declaring Variables Using Message Boxes Designing Structures Using the Select Case Structure Using the For...Next Structure Stepping Through a Procedure </td> </tr> </table>	Introducing Visual Basic for Applications Editing a Macro in the Visual Basic Editor Creating a Sub Procedure Understanding Data Types Using Input Boxes Using the If...End If Decision Structures Using the Do...Loop Structure Error Trapping / Break Points	Recording / Running a Macro Creating a Standard Module Declaring Variables Using Message Boxes Designing Structures Using the Select Case Structure Using the For...Next Structure Stepping Through a Procedure
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<p style="text-align: center;">VBA (EXCEL)</p> <p style="text-align: center;">(Back To Contents Page)</p>	<p style="text-align: center;">PROFESSIONAL (1 Day)</p>	<p>This course covers more advanced aspects of using the VBA programming environment ;</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Creating / Designing User Forms Filling a ListBox / ComboBox Option Buttons / Checkboxes Using Calendar Controls Creating Run Time Events Creating User Defined Functions </td> <td style="width: 50%; border: none;"> Filling UserForm Controls Validating User Inputs Multi-Page Control Passing Form Values Into Excel Automatically Running Code Exchange Data With External Applications </td> </tr> </table> <p>Ideally, this course would allow time for the Users to develop their own Code, in a Spreadsheet, which they bring along to the training day.</p>	Creating / Designing User Forms Filling a ListBox / ComboBox Option Buttons / Checkboxes Using Calendar Controls Creating Run Time Events Creating User Defined Functions	Filling UserForm Controls Validating User Inputs Multi-Page Control Passing Form Values Into Excel Automatically Running Code Exchange Data With External Applications
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<p>VBA (ACCESS) (Back To Contents Page)</p>	<p>USER (1 Day)</p>	<p>This course covers all aspects of using the VBA programming environment ;</p> <p>Content ;</p> <table border="0"> <tr> <td>Introducing Visual Basic for Applications</td> <td>Creating / Running a Macro</td> </tr> <tr> <td>Converting a Macro To VBA</td> <td>Using / Declaring Variables</td> </tr> <tr> <td>Understanding Data Types</td> <td>Using Message Boxes</td> </tr> <tr> <td>Designing Navigation Forms</td> <td>Creating Command Buttons</td> </tr> <tr> <td>Code - Updating Records</td> <td>Code - Running Reports</td> </tr> <tr> <td>Creating User Defined Menus</td> <td>The Autoexec Macro</td> </tr> <tr> <td>Understanding / Using Conditions</td> <td>Using Calendar Controls</td> </tr> </table>	Introducing Visual Basic for Applications	Creating / Running a Macro	Converting a Macro To VBA	Using / Declaring Variables	Understanding Data Types	Using Message Boxes	Designing Navigation Forms	Creating Command Buttons	Code - Updating Records	Code - Running Reports	Creating User Defined Menus	The Autoexec Macro	Understanding / Using Conditions	Using Calendar Controls
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<p>VBA (ACCESS) (Back To Contents Page)</p>	<p>PROFESSIONAL (1 Day)</p>	<p>This course covers more advanced aspects of using the VBA programming environment ;</p> <p>Content ;</p> <table border="0"> <tr> <td>Designing Structures</td> <td>Using the If...End If Decision Structures</td> </tr> <tr> <td>Using the For...Next Structure</td> <td>Error Trapping</td> </tr> <tr> <td>Stepping Through a Procedure</td> <td>Creating Run Time Events</td> </tr> <tr> <td>Automatically Running Code</td> <td>Opening Other MS Applications</td> </tr> <tr> <td>Exchange Data With External Applications</td> <td>The DoCmd Object</td> </tr> </table> <p>Ideally, this course would allow time for the Users to develop their own Code, in a Database, which they bring along to the training day.</p>	Designing Structures	Using the If...End If Decision Structures	Using the For...Next Structure	Error Trapping	Stepping Through a Procedure	Creating Run Time Events	Automatically Running Code	Opening Other MS Applications	Exchange Data With External Applications	The DoCmd Object				
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<p style="text-align: center;">ADOBE PHOTOSHOP</p> <p>(Back To Contents Page)</p>	<p style="text-align: center;">Level 1 Basics Creating Composite Images (1/2 Day)</p>	<p>This course covers the basic procedures involved in using Photoshop and describes techniques to create composite images.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Basic Screen Layout Accessing Tutorials Image – Format Types Working with Image Layers / Panels Using Layer Masks </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Tools / Icon Layout Making A Selection Re-Size / Transform Image Making Transparent Background Basic Filters </td> </tr> </table>	<ul style="list-style-type: none"> Basic Screen Layout Accessing Tutorials Image – Format Types Working with Image Layers / Panels Using Layer Masks 	<ul style="list-style-type: none"> Tools / Icon Layout Making A Selection Re-Size / Transform Image Making Transparent Background Basic Filters
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	<p style="text-align: center;">Level2 Photo Manipulation (1/2 Day)</p>	<p>This course covers the principles involved, in the manipulation & re-touching of images.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Removing Red Eye Working With Healing Brushes Re-Touching Black & White Images Changing The Colour Of Images Removing An Object From An Image Changing / Blurring The Image Background </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Removing Skin Blemishes Removing Dark / Shadow Areas Working With The Patch Tool Using Adjustment Layers Using The History Brush Working With Clipping Masks </td> </tr> </table>	<ul style="list-style-type: none"> Removing Red Eye Working With Healing Brushes Re-Touching Black & White Images Changing The Colour Of Images Removing An Object From An Image Changing / Blurring The Image Background 	<ul style="list-style-type: none"> Removing Skin Blemishes Removing Dark / Shadow Areas Working With The Patch Tool Using Adjustment Layers Using The History Brush Working With Clipping Masks
<ul style="list-style-type: none"> Removing Red Eye Working With Healing Brushes Re-Touching Black & White Images Changing The Colour Of Images Removing An Object From An Image Changing / Blurring The Image Background 	<ul style="list-style-type: none"> Removing Skin Blemishes Removing Dark / Shadow Areas Working With The Patch Tool Using Adjustment Layers Using The History Brush Working With Clipping Masks 			
<p style="text-align: center;">Level 3 Working With Text (1/2 Day)</p>	<p>This course covers the aspects of using text within images & creating text based images.</p> <p>Content ;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Adding Simple Text To An Image Creating Reflective Text Working With Clipping Masks Applying Multi-Coloured Gradients Adding Text To A Path </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Text Formatting Using Text Filters Using Puppet Warp Add Text Around An Image Creating 3-D Text </td> </tr> </table>	<ul style="list-style-type: none"> Adding Simple Text To An Image Creating Reflective Text Working With Clipping Masks Applying Multi-Coloured Gradients Adding Text To A Path 	<ul style="list-style-type: none"> Text Formatting Using Text Filters Using Puppet Warp Add Text Around An Image Creating 3-D Text 	
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