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| what’s a document layout? A document layout is a way in which elements of a document are arranged.  These elements may include; Text, Pictures and charts |  | Smart pictures To change pictures in this brochure, view the background in the header. Then select the image and on the Drawing Tools > Format tab of the ribbon select Shape Fill > Picture. You can then fill the shape with your new picture. |  | Document layout  \_ICT\_ |
| “ARRANGEMENT OF ELEMENTS” |
| “ARRANGEMENT OF ELEMENTS” | Bar chartInsert some icons here to make your point.  Go to Insert on the ribbon and select Icons.  UserYou can change the color of the icon to suit, then drag and drop it in place. |

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| WHAT DO you INCLUDE IN A DOCUMENT?Here are a couple of ideas… This spot would be perfect for a mission statement. You might use the right side of the page to summarize how you stand out from the crowd and use the center for a brief success story.  (And be sure to pick photos that show off what your company does best. Pictures should always dress to impress.) |  |  |  |  |
| Think a document that looks this good has to be difficult to format? Think again! We’ve created styles that let you match the formatting in this brochure with just a click. On the Home tab of the ribbon,  check out the Styles gallery. |
| Our Products and Services You could include a bulleted list of products, services, or major benefits of working with your company. Or just summarize your finer points in a few concise paragraphs.  We know you could go on for hours about how great your business is. (And we don’t blame you—you’re amazing!) Just remember that this is marketing—if you want to grab their attention, keep it brief, friendly, and readable. |
| Type a caption here for your photo |  |