

Course Objective

This course is designed to introduce the Learner to the features required to efficiently format a Word document. Upon successful completion of this course, the Learner should be able to:

- Use the Format Painter
- Set tabs
- Work with Indents
- Use Headers and Footers
- Add a Cover Page and Page Numbers
- Add paragraph Borders and Shading
- Work with the Page Background
- Apply section breaks to a document
- Use Styles in the document
- Apply bullets and numbering to a list
- Create Lists
- Adjust line spacing in a document
- Set text flow for paragraph formatting
- Introduction to Themes and Styles

Prerequisites

Skills learned in the Microsoft Word Foundation or equivalent knowledge

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.