

# Microsoft Word: Formatting and Managing your Word documents Course Outline

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**Duration:** 3 Hours

## Tips and Shortcuts

Always handy to know and can save you so much time.

- Selection Techniques
- Moving Text
- Show/Hide
- Quick Parts
- Auto Text Entries
- Format Painter

## Paragraph Formatting

Helping you resolve those common alignment issues so that you can maintain consistency throughout your documents.

- Line and Paragraph Spacing
- Indenting paragraphs
- Introduction to Styles

## Bullets and Numbering

Presenting your text using bullets and numbering.

- Inserting and Customising Bullets
- Applying Outline Numbering
- Promoting and Demoting Levels

## Working with Tables

Control the layout of new and existing text on the page with tables - quickly and easily.

- Inserting and Modifying
- Repeating Row Headings
- Text Alignment
- Adding Formulae
- Borders and Shading

## What will you be able to do?

The aim of the course is to provide you with the skills that will help you control all those formatting issues when text just doesn't align or display in the way you want it to! It will also introduce you to quick tips and shortcut keys that will help you speed up your use of Word and put an end to those frustrating times when a deadline is looming.

## Is this the right level for you?

This course is suitable for delegates who are regular users of Word, have attended training in the past or who are mostly self-taught. You must have a basic understanding of a Microsoft Windows PC including keyboard and mouse familiarity.

## Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.