

Formatting Documents with Word 2010 Course Outline

Duration: 3 Hours

Benefit: This course is designed to benefit existing users of Microsoft Word who wish to learn how to effortlessly format their work to create slicker looking Word documents.

Objectives: By the end of this session attendees will be able to apply a range of paragraph formatting options; troubleshoot formatting issues; apply and modify outline numbering; create Tables to layout and align documents; apply useful shortcuts.

Pre-requisites: Attendees should have a basic understanding of Word.

Paragraph Formatting

By the end of this session you will be able to apply various paragraph formatting as well as provide solutions for common formatting issues such as numbered paragraphs not aligning; copy and pasting issues; inconsistent formatting throughout documents.

Topics covered

- Changing Line and Paragraph Spacing
- Indenting Paragraphs
- Paste Options Button
- Format Painter to copy formatting
- Introduction to Styles

Automatic Numbering

By the end of this session you will be able to apply and modify outline numbering to paragraphs i.e. 1.1, 1.2, 1.2.1 etc.

Topics covered

- Applying outline numbering
- Modifying outline numbering
- Promoting / demoting levels

Using Tables to lay out and align documents

By the end of this session you will be able to identify how Tables can be used to lay out and align documents. Tables are a great alternative to using Tabs which can sometimes be quite tricky to use.

Topics covered

- Creating and drawing tables
- Changing row height and column width
- Inserting / deleting rows and columns
- AUTOSUM Facility
- Changing borders and shading
- Merging and splitting cells
- Repeating table headings
- Inserting tabs within tables
- Converting text to a table

Shortcuts

Throughout the training you will learn many useful shortcut keys that can speed up working with Word documents.