



Word Advanced Editing

Duration: 3 Hours

Who should attend:

This course is designed for Word users who want to take their document editing to the next level. It teaches common timesavers and formatting techniques that will ensure documents are laid out correctly with consistent look and feel.

On this course you will learn how to manage your paragraph look and feel including bulleted and numbered lists. You will learn how to troubleshoot when lists go wrong. You will also learn how to add images effectively to a word document, managing how they work alongside the text. You will learn how to layout a document with effective margins and headers and footers. Finally you will learn how to implement a template and manage the styles within a document template.

Pre-requisites:

Delegates should be familiar with editing word documents. This knowledge can be obtained from our Word Editing Documents course.

Content

Paragraph Formatting

- Indents
- Line Breaks
- Line Spacing
- Tabs
- Paragraph Borders and Shading

Lists

- Bulleted Lists
- Numbered Lists
- Customising List Appearance
- Restarting Numbered Lists
- Troubleshooting Lists

Using Graphic Effects

- Adding a Drop Cap
- Inserting a Text Box
- Inserting and Editing WordArt
- Inserting Pictures
- Inserting ClipArt
- Inserting SmartArt
- Adding a watermark

Controlling Page Appearance

- Page Orientation



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Margins
Page Breaks

Using Quick Parts

Create Building Blocks
Insert Building Blocks
Modify Building Blocks
Insert Fields Using Quick Parts