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

Word Advanced Editing

Margins
Page Breaks

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

Managing Styles
Displaying Styles
Editing Existing Styles
Creating Custom styles
Deleting Styles
Managing Style Sets

Introduction to Templates
Introduction to Templates
The Normal Template
Using Templates