

Formatting Documents Made Easy Word Intermediate - 1 Day



Pre-requisites

To gain the most from this course you need to have experience in working with Word or have completed the Essentials Getting Started course.

Description

Do you need to:

- Use Building Blocks to insert repetitive text or graphics
- Understand how headers and footers work in different sections
- Understand the difference between character and paragraph formatting
- Work with simple lists and multi-level lists
- Work with watermarks, and tabular columns
- Work with complex tables

Aim

This course aims to provide you with further skills and knowledge using a range of techniques in creating and working with long documents.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Create custom Building Blocks
- Divide documents into sections and apply different headers and footers to different sections
- Control character appearance and paragraph flow
- Control paragraph repagination
- Create, sort and renumber bulleted, numbered and multilevel lists
- Apply watermarks to documents
- Use tabulated data
- Create a complex table

Topics Covered

Key topics covered on this course include:

Create Building Blocks

- Understand Building Block galleries
- Insert a custom-building block
- Manage building blocks

Section and Page Formatting

- Understand the different types of section breaks
- Learn how to insert and delete section breaks
- Modify page layout within a section
- Work with columns and watermarks

Headers and Footers

- Create different headers/footers for different sections
- Create different headers/footers for different odd / even pages
- Control page numbering

Control paragraph flow

- Control spacing between paragraphs

Character Formatting

- Modify the default font
- Control character formatting attributes

Create Lists

- Apply simple bullets and numbering to lists
- Create a multilevel list
- Define a new list style

Tabs

- Create and modify tabs for structured data

Complex Tables

- Create and modify a complex table
- Sort table data
- Use tabs and indents within a table

Object Linking and Embedding

- Understanding linking and embedding with Excel and Word objects



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