



Microsoft Word 2007 Styles and Formatting

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Microsoft Word - Styles and Formatting is a 2-hour course focused on teaching you the concepts required to format different types of documents effectively. Students will learn to create, edit, and apply styles to documents.

Target Student: Anyone interested in acquiring skills necessary to standard business documents using Microsoft Word.

Prerequisites: Before taking this course, you should have a basic understanding of Microsoft Word.

Delivery Method: Instructor-led, online-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, edit, and enhance standard business documents with formatting options

Other Word 2007 Courses:

Microsoft Word - Level 1 Learn the basics of working with a Word document. Students will gain an understanding of creating basic business documents and working with document text.

Microsoft Word - Level 2 Students will take their knowledge of Word to the next level. Learn to work with longer documents and different document views. Students will also learn about collaboration tools and adding objects to documents.

Microsoft Word - Working with Long Documents
Learn to work with long documents to create a table of contents, an index and use referencing

tools. Students will learn to add cross-references, footnotes, endnotes and bookmarks to their documents.

Microsoft Word - The Mail Merge Process Mail Merge is a great tool to use for creating large quantities of letters or labels. Students will learn the mail merge process to develop letters and labels to a list of different contacts. Students will also learn to work with different mail merge tools to help customize letters and labels.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Understand the Available Formatting Options
- Learn the Benefit of Working with Document Styles
- Learn to Create Styles
- Apply and Make Adjustments to Styles
Create a New Quick Style gallery.
- Applying Document Themes.
- Create New Document Themes.

