



# Microsoft Word Fast Formatting with Styles

Participants on this half day Microsoft Word – Fast Formatting with Styles course will explore techniques to quickly and efficiently apply formatting using Word Styles. You will also learn to aid document navigation by using a Table of Contents.

The course assumes a basic knowledge of Word, however, people with limited exposure to the software and those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **10 students** (max)

## Course Content

### Using Tabs

- Types of Tabs
- Setting up Tabs with the Ruler
- Using the Dialog Box

### Using Styles

- Advantages of Using Styles
- Formatting Efficiently with Styles
- Using the Style Gallery
- Modifying Styles
- Built in vs User Defined Styles

### Tables and Linking

- Adding Tables
- Merging and Splitting Cells
- Linking to Excel Tables

### Creating Lists

- Creating a Bulleted List
- Create a Numbered List
- Using Multi-Level Numbering
- Renumbering
- Modifying Lists
- Removing Bullets and Numbers

### Table of Contents

- How Styles work with a TOC
- Creating a Table of Contents
- TOC Options
- Modifying a TOC
- Navigating using a TOC
- How a TOC works with PDF



**Mark was a wonderful trainer, who was very patient and demonstrated some great and very relevant hints, tricks and processes that I will be able to immediately implement in my daily work. He was very professional and easy to follow when carrying out exercises and examples. I really enjoyed my day!**

G. Kendall