

# BEYOND THE BASICS IN WORD - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Word Document Basics Revision

- ▶ Selecting & Navigating
- ▶ Tabs & Indents
- ▶ Bulleted & Numbered Lists

## More on Tables

- ▶ Working with Table Properties
- ▶ Repeating Table Headings
- ▶ Sorting in Tables

## Formatting Documents with Styles

- ▶ Applying Quick Styles
- ▶ Modifying Styles
- ▶ Creating Custom Styles

## Page & Section Breaks

- ▶ Inserting & Removing Page Breaks
- ▶ Inserting Section Breaks
- ▶ Applying Multiple Layouts with Sections

## Multi-Level Numbering

- ▶ Creating List Styles
- ▶ Multi-Level Numbered Lists
- ▶ Using Multiple Lists & Restart Numbering

## Automating Content with Quick Parts

- ▶ Introducing Building Blocks & Quick Parts
- ▶ Adding Content to Galleries
- ▶ Creating AutoText Quick Parts

**Course Duration: 1/2 Day**

**Price Per Day: £695**  
(For any 2 Bite Sized courses)

### Suitable For:

Those who have experience of Word, who are looking to enhance their skills and work more efficiently and effectively.

### Learning Outcomes:

By the end of the course, delegates will be able create and lay out documents professionally and efficiently, using features such as tabs, styles and section breaks. They will also be able to create more complex tables and automate text entry using Quick Parts and AutoText.

### Prerequisite Skills:

Delegates attending this course must already be familiar with creating, saving, navigating and formatting basic Word documents.