COURSE DESCRIPTION FOR
MICROSOFT® OFFICE WORD®: ADVANCED STYLES (PART 1)*

Are you an experienced style user looking for tricks to make working with styles even easier? There are so many tricks it takes two sessions to cover them all! In Part One, you'll discover key options to control style behavior, the relationship between styles and templates, customizing the Styles and Formatting task pane and the Style drop-down box. You'll also learn several different methods for reusing styles in other documents which saves even more formatting time. Don't miss a trick—register now!

LENGTH

One 1 hour and 15 minute session.

PREREQUISITES

Word: Level 1 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

- Setting options
- Understanding the style-template relationship
- Customizing
- Options for working with styles
- Reusing styles
- Sharing styles

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition from Word 2003
- Level 1
- Level 2
- Level 3

*Actual content may vary depending on the version of Microsoft Word.

- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables