



# The Office Wiz

## Training, Consulting and Support Services

(303) 330-0565  
Theofficewiz@prodigy.net  
www.theofficewiz.biz

### **COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: COMPLEX PAGE NUMBERING\***

Do you fight with Word when you want different headers and footers throughout your document? Is it a battle to have a mixture of page numbers? The good news—it doesn't have to be! After just an hour, you'll master techniques to easily and quickly control page numbers as well as headers and footers. End the battle—sign up today!

#### **LENGTH**

One 1 hour session.

#### **PREREQUISITES**

You need to have a basic understanding of Microsoft Word. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

#### **SPECIFIC CLASS CONTENT**

- Working with and understanding section breaks
- Tips for working with pages
- Headers and footers
- Numbering options
- Formatting options
- Creating a different first page

#### **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
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Create Brochures, Flyers And More Using Word

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

© The Office Wiz

Course Description for  
Microsoft® Office Word®:  
Complex Page Numbering  
Page 2

- 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