



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: FORMATTING FUNDAMENTALS FOR PARAGRAPHS*

Understanding how Word formats paragraphs is a critical skill for all Word users. In this power-packed hour class, you'll master techniques to work easily with indents, tabs, spacing and paragraph flow as well as tricks the pros use to understand and control how Word formats.

LENGTH

One 1 hour session.

PREREQUISITES

You need to have a basic understanding of Microsoft Word. Also, 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.

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
- 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
- Word In The Law Office

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

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Microsoft® Office Word®: Formatting
Fundamentals for Paragraphs
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- 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