



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: ADVANCED STYLES (PART 2)*

No Word pro will want to miss the second part of our journey into advanced tricks for working with styles. You'll meet Word's Organizer tool which lets you copy styles (and more) between documents and master tricks to quickly attach and apply styles for formatting at warp speed. The session also includes vital information about protecting styles. Don't stop now—sign up for Part 2 of this powerful class.

LENGTH

One 1 hour and 15 minute session.

PREREQUISITES

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

SPECIFIC CLASS CONTENT

- Using the Organizer
- Copying styles between documents and templates
- Attaching templates to existing documents
- Protecting styles
- Tricks and tips for power style users
- Deleting 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
- Building The Power Resume With Microsoft Word

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

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Course Description for
Microsoft® Office Word®:
Advanced Styles (Part 2)
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- 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