COURSE DESCRIPTION FOR
MICROSOFT® OFFICE WORD'S® STYLES: SOLVING THE MYSTERIES OF FORMATTING*

The key to consistent and easy formatting in Word documents is by using styles—a powerful but often misunderstood feature. We'll start by learning what styles are and what's so great about them. You'll discover how to use and modify Word's built-in styles as well as how to create your own. If you are a Word user, you are already working with styles. Wouldn't it be nice to understand them to make them work for you?

LENGTH

One two hour session.

PREREQUISITES

Word: Level 1 or equivalent knowledge. 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

- Why use styles
- Types of styles
- Setting options
- Creation techniques
- Modification techniques
- Application tips
- Tricks and traps

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

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

- 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
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables