# Word – Focus on Formatting

**Bay Software Consultancy Ltd**

## Duration: Half Day

## Description

A practical half day course during which participants will concentrate on the formatting tools provided by Microsoft Word.  The course will provide an in depth understanding of paragraph formatting, the use of tab controls, creating and using Styles and working with Templates and Outline View.

## Prerequisites

Participants must have a working knowledge of the topics in the following course:
Word Introduction

## Who Should Take This Course?

Any user of Microsoft Word who is required to create formatted documents, or documents that are based on set formatting standards.

## Objectives

- ✓ Paragraph Indentation.
- ✓ Paragraph Spacing.
- ✓ Advanced Paragraph Formatting.
- ✓ Creating Lists Using Tabs.
- ✓ Applying Styles.
- ✓ Changing Styles.
- ✓ Creating Styles.
- ✓ Using Templates
- ✓ Formatting with Styles.
- ✓ Creating Table of Contents using Styles.
- ✓ Using Outline View.

## Course Outline

**Paragraph Formatting**
Using Paragraph Indents
Paragraph Spacing
Advanced Paragraph Formatting

**Creating Lists Using Tabs**
What are Tabs?
Setting Tab Stops
Changing Tab Stops
Deleting Tab Stops

**Using Styles**
What are Styles?
Using Standard Styles in Documents
Creating Styles
Redefining Styles
Deleting Styles

**Table of Contents**
Creating a Table of Contents using Styles
Changing Table of Contents Formatting

**Templates**
What are Templates?
Creating Templates with Standard Formatting
Using Templates

**Outline View**
Using the Navigation Pane
Using Outline View