



Course Name

## Word – Document Formatting

Course Duration

## 1 Hour

### Course Objectives

A poorly formatted document can be a nightmare to read.

Taking time to properly format a document will not only save you time when it comes to making any amendments, but will also help to get your document's message across more effectively.

We will also discuss and resolve those really irritating issues like; "why does my text move around all over the place, why won't it stay put?", and also "why doesn't the space bar line things up properly?".

Also, how annoying do you find it when you glance up and realise the CAPS LOCK is on! Learn to sort it out.

### Course Content

#### • **Font Formatting**

- Bold
- Italics
- Underline
- Drop Caps
- Changing case of text

#### • **Paragraph Formatting**

- Alignment (left, right, centred & justified)
- Paragraph indentation
- Spacing out a document easily
- Using Numbers and Bullets

*Continued overleaf*



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Prerequisites

This course does assume that you have some prior experience of using Word.

What's next?

The next step after completing this mini course is to move on with other Word sessions. The Word – Styles and Templates course is an excellent follow up option to this course, if you are planning on writing a lot of reports. Other useful sessions include Word – Tables, Word – Mail Merge and Word – Sections.

## Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](http://insighta.co.uk)**