



Course Name

Word – Styles and Templates

Course Duration

2 Hours

Course Objectives

Our Word - Document Formatting short course explains how to manually format your document, this is fine if you are writing a short document like a letter.

If you are involved in writing reports, where the formatting consistency is very important, manual formatting is time consuming, tedious and likely to go wrong. This is where Styles come in. Styles mean that you can consistently format your document with a couple of key presses as you go, no matter how long the document is. In fact, the longer the better as the time you have spent initially setting up the Styles is rewarded even more with a long document.

The other fantastic thing about Styles is how easy they make it to create a Table of Contents at the start of your document.

Course Content

• **Styles**

- What is a Style?
- Use built in styles
- Create your own styles
- Modify a style
- Create a template

• **Table of Contents**

- Create a table of contents
- Modify the appearance of the table of contents

Continued overleaf

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This course does assume that you have some prior experience of using Word , and that you are familiar with the features covered on our Word – Document Formatting course.

What's next?

The next step after completing this mini course is to move on with other Word sessions. Other useful sessions include 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**