



Duration: 1 day

*What you will cover
in this course:*

*Assuming you
have a basic
understanding of
Windows & Word,
you will learn to
take advantage of
the features listed.*

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Auto Features

- Creating an AutoCorrect entry
- Creating an AutoText entry
- Creating an AutoComplete entry
- Using Autoformat and Autoformat as you type

Indents and Tabs

- Paragraph alignment
- Changing alignment of paragraphs
- Line spacing
- Using indents markers
- Setting tab stops
- Removing tab settings
- Moving tabs
- Tab leaders

Tables

- Creating a table
- Inserting and Deleting rows and columns
- Changing column widths
- Aligning text within a table
- Formatting tables
- Autoformat
- Formulae

Document Layout

- Bullets and numbering
- Using autoformat
- Headers and footers
- Changing margins
- Setting page breaks
- Setting section breaks
- Text Columns

Templates & Styles

- Using an existing template
- Creating a document based on a template
- Creating New Styles
- Changing the default style
- Re defining styles
- Entering styles using the keyboard
- Creating default styles
- Organizer
- Saving Templates
- Creating Templates