

Word Module: Styles and Structured Documents

Most features of Microsoft Word are easy enough to figure out however it is frustrating when you change a heading style in one part of your document and then you need to spend time adjusting all of the similar headings in order to keep your document consistent. Learn how to use the existing heading styles built into Word, and then adjust them to your own needs so that you can customise future documents with ease. By using styles, it is simple to create Table of Content pages, it is easier to navigate longer documents, and when you save as a PDF your Table of Contents is automatically hyperlinked throughout your document. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

- Applying built-in styles to headings
- Modifying a built in style
- Creating your own style
- Saving a style for future use in new documents
- Updating styles automatically
- Keyboard shortcuts for applying styles
- Creating a Table of Contents
- Updating a Table of Contents
- Replacing a Table of Contents
- Using styles to navigate a long document
- Saving as a PDF document and maintaining hyperlinks
- Using Outline view to structure the development of a document
- Using the style inspector
- Using multilevel list numbering
- Using the Format Painter

Should You Attend This Module?

If you create documents that need multilevel list numbering and / or consistent heading styles for a professional finish to your reports, then this session will enable to do so. You don't need any specific Word skills to attend however you should know how to create a capital letter by holding down the shift button on the keyboard, and how to save your files to your network drive.

Duration

3 hours

