

# McMillan Bird

## Word 2010 – Workshop 2

Duration: 1 day

### Course Aim:

The aim of this course is to teach participants how to format a Word document correctly, so it is attractive and easily updated..

### Learning Outcomes

At the completion of this course, participants will be able to:

- Save time by using Word's shortcut keys
- Quickly format characters and paragraphs
- Set up document margins and change the page layout
- Use Find and Replace
- Set up and manage tabs
- Indent multi level paragraphs
- Control automatic paragraph numbering
- Manage page breaks and keep text together
- Insert page breaks and page numbers
- Add headers and footers
- Insert and format a table
- Apply a table style, borders and shading
- Insert and control pictures and graphics
- Use SmartArt to draw diagrams and illustrations
- Create Quick Parts

Training