

**Objectives** Attendees will be shown techniques which give greater control/automation when creating documents. Using Sections; Header & Footer; Paragraph Styles; AutoText.

**Prerequisites** Some previous experience in using Microsoft Word is recommended.

**Duration** 1 day

The topics covered on the course are,

## 1 Revision

- Review of Introduction day
- Revision Exercise

## 2 Using Tab Stops

- Setting Tab Stops
- Moving / Removing Tab Stops
- The Tabs Dialog Box

## 3 Sections and Page Setup

- Splitting a document into Sections
- Setting Margins / Page Orientation
- Setting Paper Size / Paper Source
- Vertical Alignment
- Spacing Before and After

## 4 Using Header & Footer

- Setting up Header / Footer
- Header & Footer Tools
- Formatting Page Numbers
- Layout Options

## 5 Paragraph Styles

- Creating a Paragraph Style
- Applying Styles to Existing Paragraphs
- Revising Styles to Quickly Format Text

## 6 Automatically Adding Text

- The AutoCorrect Facility
- Creating AutoText Entries
- AutoText as Standard Paragraphs

## 7 Templates

- Creating a New Template
- Using a Template

## 8 Searching for Text

- Finding Text
- Replacing Text
- Using Bookmarks
- The Go To command

## 9 Spelling & Grammar

- Manual Spell Checking
- Checking Grammar
- Using Thesaurus