

Module 1 – Introduction to Templates

- What is a Template?
- Building a Template
- Inserting Symbols or Special Characters
- Changing the Spacing and Position of Text
- Using the Borders Toolbar
- Adding Dates
- Creating QuickParts (AutoText)
- Changing Page Views
- Working with Headers and Footers
- Inserting Pictures
- Making Modifications to the Picture
- Saving a Template Preview Picture
- Saving the Template
- Opening a Template Copy
- Using Word's Templates

Module 2 – Mail Merge and Automation

- What is Mail Merge?
- Starting the Mail Merge Wizard
- Identifying the Main Document
- Identifying the Data Source
- Creating a Data Source in Word
- Adding Data Fields to the Main Document
- Merging and Printing

Module 3 – Creating Professional Looking Reports

- Introduction
- Changing Paragraph Spacing
- Indenting and Outdenting
- Using the Format Painter
- Headers, Footers, and Page Numbering
- Adding a Cover Sheet from the Building Blocks Organizer
- Setting a Different Header/Footer on the First Page
- Creating the Report Template
- Adding Bullets
- Creating Custom Bullets
- Line Numbering
- Working with Line and Page Breaks

Module 4 – Using Tables in Reports and Forms

- Uses for Tables
- Changing Margins and Page Orientation
- Creating Tables
- Inserting Rows and Columns
- Merging and Splitting Cells
- Nesting Tables
- Changing Borders
- Adding Shading
- Hide/Show Gridlines
- Sorting Information in a Table
- Inserting an Excel Spreadsheet