

Module 1 – Introduction Styles

- What are Styles?
- Using Word's Built-in Styles
- Modifying Word's Styles
- Creating New Styles
- Copying Styles to another Document

Module 2 – Long Documents

- Using Outlining Tools
- View the Outline of a Document that includes Styles
- Moving Document Content
- Demoting and Promoting
- Creating a Document in Outline View
- Using Outline Numbering
- Automatically Creating a Table of Contents
- Updating the Table of Contents
- Document Indexing
- Other Tables Types
- Footnotes and Endnotes

Module 3 – Designing a Newsletter in Word

- Page Layout/Paper Size
- Creating and Modifying WordArt
- Modifying WordArt
- The Masthead
- The Information Line
- Creating Columns
- Headers and Footers
- Saving the Document as a Template

Module 4 – Adding the Newsletter Content

- Insert Text Files
- Adding Graphics
- Adding Graphics Stored as Files
- Adding ClipArt
- Changing the Picture Size
- Cropping
- Working with Word Wrap
- Creating Drop-Caps