



# Microsoft Word 2007-2019/365

## Level 2: Document Layout & Tables

1 Day Course

Training at Your Office

### COURSE DESCRIPTION

Eliminate hours of frustration by demystifying Word's document layout features. This course will teach you to work with longer documents that include multiple types of formatting, headers/footers and more. You will also learn how to create tables and fill/format them efficiently.

*Course Prerequisite:* Word Introduction topics.

### COURSE TOPICS

#### Section Breaks

- The Importance of Section Breaks
- Defining Document Sections
- Formatting Document Sections
- Inserting Section Breaks
- Changing the Layout of a Section
- Removing Section Breaks
- Navigating Sections
- Changing the Type of Section Break
- Continuous Section Breaks
- Protecting a Section
- Page Setup Summary

#### Headers & Footers

- Header/Footer Toolbar
- Creating and Editing
- Page Numbering Options
- Inserting Dates / Page Numbering
- Different Odd and Even
- Different First Page
- Numbering the Second Page as Page 1
- Setting Where They Print

#### Headers & Footers and Section Breaks

- Changing Headers/Footers in a Section
- Insert Number of Section Pages
- Vertical Alignment

#### Tables

- Inserting or Drawing a Table
- Table Navigation
- Selecting Cells - Short Cuts
- Inserting & Deleting Columns/Rows
- Row Height & Column Width
- Cell Margins & Column Spacing
- Moving Columns and Rows
- Cell and Table Alignment
- Merging & Splitting Cells
- Merging & Splitting a Table
- Repeating Headings
- Borders, Shading & Gridlines
- Table Styles
- Text Direction
- Sorting
- Adding Formulas
- Converting Text to a Table or a Table to Text

#### Open & Edit PDFs (2013/2016)

- Convert PDF
- Save as PDF

#### AutoCorrect

- AutoCorrect Options
- Storing Symbols & Graphics
- Storing Abbreviations

#### Quick Parts

- Creating & Inserting Building Blocks
- Using the Organizer

#### Other Topics

- Inserting Symbols
- Format Painter to Copy Text
- Inserting Dates
- Using the Thesaurus
- Customize Quick Access Toolbar
- Customize Ribbon (2010/2013/2016)
- Drop Caps



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