

Course	Word Intermediate - Formatting Techniques
Length	Three hours
Audience	Mastered the Basics? Then take the next step and gain control over your Word documents while improving their appearance. Learn to control indents as well as bulleted lists and numbered lists. Make corrections more easily by finding and replacing text, or copying and moving text. Page numbering, AutoCorrect, and AutoText are also covered.
Prerequisites	Participants must have Windows experience; knowledge of file management is recommended. Participants must have completed the Word Basics course or have equivalent experience with Microsoft® Word.
Topics	<p><i>Module 1: Paragraph Formatting</i></p> <ul style="list-style-type: none">◆ Working with numbered lists◆ Working with bullets◆ Align paragraphs◆ Change line spacing◆ Use indents <p><i>Module 2: Edit a Document</i></p> <ul style="list-style-type: none">◆ Copy & Paste within a document◆ Switching between documents◆ Copy & Paste between documents◆ Find & Replace text◆ Create envelopes <p><i>Module 3: Managing Pages</i></p> <ul style="list-style-type: none">◆ Change page orientation◆ Page breaks◆ Apply simple page numbers <p><i>Module 4: Editing Time Savers</i></p> <ul style="list-style-type: none">◆ AutoCorrect◆ AutoText◆ Thesaurus