

Word – Character, Paragraph and Page Formats

Prerequisite

A basic working knowledge of Microsoft Word

Course Description

Students will learn how to use the many types of character and paragraph formats that Microsoft Word offers. They will learn how to print, set page breaks, create columns, and insert special codes into documents.

Objectives

Character Formats

- Apply Fonts and Sizes
- Apply Bold, Italic, and Underline
- Format Painter
- Use Superscript and Subscript
- Use Condense and Expand
- Apply Color to Text

Paragraph Formats

- Change Paragraph Alignment
- Create Line Spacing
- Apply Bullets and Numbering
- Set Tabs
- Set Indentations
- Change Spacing Before and After a Paragraph
- Modify Bullets and Numbers
- Apply Borders and Shading

Class Length

90 minutes
Instructor lead, hands-on course