

**Microsoft Word: Formatting and Structuring Fundamentals**

**Course Number:** OFC-132
**Duration:** 0.5 days

**Overview**

This Microsoft Word: Formatting and Structuring Fundamentals training course teaches attendees how to format and structure templates and styles in MS Word to control all the aesthetics of their documents.

**Prerequisites**

All students must have some familiarity with Microsoft Word.

**Materials**

All MS Word training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft Word.

**Objectives**

* Understand and use Normal style
* Customize conventional paragraph styles
* Save styles for reuse on other documents
* Understand paragraph styling
* Apply margins and page breaks

**Outline**

* Introduction to Word Formatting and Structure
	+ Course Introduction
	+ Microsoft Word Essential Tools
* Using and Modifying Styles in Word
	+ Working with Normal Style
	+ Using Heading Styles
	+ Saving Default Styles
	+ Working with Templates
* Style Management
	+ Creating Nonstandard Styles
	+ Leveraging Style Sets
	+ Understanding Office Themes
	+ Building a Style Library
* Document Layout
	+ Setting Margins
	+ Setting Headers and Footers
	+ Changing Document Settings
	+ Using Page Breaks
* Conclusion