MICROSOFT WORD
TEMPLATES & STYLES

Standardise document templates with an advanced knowledge of styles, headers and footers.

ODYSSEY TRAINING™

By **SGS**

W | **1** DAY

Prerequisites

Participants will need to have attended the Microsoft Word Intermediate course or have a working knowledge of the topics covered.

Expected outcomes

- Create, manage and restrict document styles
- Create, modify and use templates
- Use sections to format complex documents
- Use different headers and footers throughout a document

Understanding field codes

- Insert and view fields
- Unlink and lock fields
- Update fields when printing
- Creating bookmarks
- Cross-referencing bookmarks

Styles

- Apply existing styles
- Update and modify styles
- Understand heading styles
- Create new styles
- Add styles to the template
- Modify the quick style gallery
- Advanced paragraph formatting
- Style pane settings
- Work with the navigation pane
- Set recommended restricted styles
- Unprotect document styles

Table of contents

- Create and modify a table of contents using styles

Bullets and numbering

- Customise a bullet and number list
- Adjusting spacing
- Restart and continue numbering
- Create list styles
- Attach lists to paragraph styles

Managing section breaks

- Next page and continuous section breaks
- Control odd and even section breaks
- Delete section breaks
- Column breaks

Advanced headers and footers

- Type a header and footer
- Navigate between header and footer
- Insert page numbering
- Insert the filename and path
- Format headers and footers
- First page headers and footers

- Odd and even headers and footers, page numbering and section breaks
- StyleRef field in header
- Updating fields in a header/ footer

Templates

- Create, use and modify a new template
- Understand template file locations
- Add templates to the list
- Organiser tool
- The Developer tab on the ribbon
- Record a macro to run a template
- Add a fill-in and automated field to a template
- Setting options
- Collapse and expand headings

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

This course has been developed for people who need to create standardised documents, using character, paragraph and list styles, as well as setting up headers and footers and creating a standardised template.

Practical, relevant training developed for the Australian workplace.

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