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## Microsoft Word Organising Your Document

**Aim:** Learn to create and enhance tables. Organise a document using Headers and Footers, Bullets and Numbering, Sections and Columns

**Pre-requisite:** Windows Introduction or equivalent knowledge

**Duration:** 3 hours

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### Course Content

#### Working with views and sections

- Exploring different views in Word
- Creating sections
- Formatting text as multiple columns
- Working with text in columns
- Removing columns

#### Creating and managing tables

- Creating tables
- Modifying tables
- Enhancing tables

#### Working with tables and charts

- Importing data from Excel
- Performing calculations in tables
- Moving tables in a document

#### Working with headers and footers

- Creating first page headers and footers
- Alternating headers and footers
- Creating watermarks
- Working with page numbering

#### Making a point with Bullets and Numbering

- Bullets
- Numbers
- Use Outline Numbers
- Create a User-Defined Number Format

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