



Microsoft Word Styles, Graphics and References

Aim:	Learn and understand the use of Styles. Use Graphics and WordArt to enhance documents. Insert reference information for ease of navigating your document.
Pre-requisite:	Windows Introduction and Microsoft Word Intermediate or equivalent knowledge.
Duration:	3 hours

Course Content

Using Styles

- Use Styles
- Modify Existing Styles
- Create New Styles
- Assign Shortcut Keys and Buttons

Enhancing publications with graphics

- Inserting graphics and files
- Inserting WordArt and symbols
- Drawing in a document
- Applying page borders and shading
- Embedding from Another Package
- Paste vs Paste Special

Referencing Document Information

- Set Bookmarks
- Insert Footnotes
- Add Captions to Figures
- Create Cross-References
- Create a Master Document
- Compile a Table of Contents
- Generate an Index

QuaySkills

Ground Floor, 1 Birch Street, PO Box 515, Dunedin

Phone: 03 474 9943

email: kevin.mcrae@quayskills.co.nz

www.quayskills.co.nz