

Microsoft Word Module 1: Headers, Footers and Section Breaks

Pre-requisites: Delegates must be confident with using a keyboard, mouse and Windows and be familiar with the basic functions of Word.

Objectives: The following objectives will be covered in the course:

- Page Appearance
- Sections

Course Outline:

- Controlling Page Appearance**
 - Headers and Footers
 - Modifying Margins
 - Page Breaks
 - Line Breaks and Line Spacing
- Working with Sections**
 - Creating Sections
 - Newspaper Columns
 - Using Sections to Change Page Orientation