

Microsoft Word Module 2: Styles and Table of Contents (TOC)

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:

- Styles
- Table of Contents

Course Outline:

- Styles and Auto Text**
 - Applying and Displaying Styles
 - Creating Custom Styles
 - Making Changes to Styles
 - Using Heading Styles to Organise a Document
 - Auto Text Entries
- Advanced Styles**
 - The AutoFormat Feature
 - Linking Styles
 - Replacing Styles and Other Items
- Working with Large Documents**
 - Creating a Table of Contents