

## **WORD 2007/2010 STYLES AND TEMPLATES WORKSHOP**

<b>Unit Standard</b>	<b>119078</b>
<b>NQF Level</b>	<b>3</b>
<b>Credits</b>	<b>5</b>
<b>Duration</b>	<b>½ Day-09h00-12h00</b>
<b>Pre-Requisite</b>	<b>Microsoft Word 2007/2010 Introduction, Intermediate &amp; Advanced</b>

### **SYNOPSIS**

In this three-hour workshop delegates will learn more advanced formatting of document design techniques, such as using styles, templates and formatting techniques to ensure there is consistency with their documents in terms of input and output as per standards set within the company. Learning the formulation, usage and implementation of styles and templates shall further enhance and compliment the required corporate company standards.

### **COURSE OUTLINE – 2007/2010**

- Using Styles:
  - Using the Quick Style Gallery;
  - Changing Your Styles;
  - Using The Styles Pane;
  - Doing More with Styles;
  - Application to Templates.
- Working with Templates:
  - Creating a Template;
  - Saving a Template;
  - Opening and Using a User Created Template;
  - Attaching a Template to a Document;
  - Integration of Styles within a Template.
- Advanced Bullet and Numbering Techniques with Templates:
  - Application to all Common Documents;
  - Application to Templates.
- Advanced Header and Footer Technique that apply to Templates.

### **COURSE OUTCOMES**

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Work with Toolbars and Manage Files available for advanced formatting techniques;
- Customise documents using various Formatting Tools available within Styles and Templates;
- Managing Documents Effectively that require advanced formatting techniques;
- Apply the knowledge gained practically to the advanced Word usage of Formatting Techniques, Styles and Template Usage.