

## WORD 2007/2010: STYLES AND TEMPLATES

Available Dates: **Call for Availability**

Class Length: **1/2 day**

Cost: **\$109**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### **Description:**

This course, part of our Three Hour Course series, maneuvers how to create and edit styles in Word 2007/2010. Students learn the basics of formatting, and how styles can be created and applied to any document.

Contact us at 518-437-1600 about this class using older versions of Word.

#### **Outline:**

##### **Page layout**

Topic A: Headers and footers

Topic B: Margins

Topic C: Page breaks

##### **Styles and outlines**

Topic A: Examining formatting

Topic B: Creating styles

Topic C: Modifying styles

Topic D: Working with outlines

##### **Templates and building blocks**

Topic A: Template basics

Topic B: Building blocks

Topic C: Document properties