



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Using Styles and Templates (1 day)

Aim

To raise awareness of the benefits of using styles and templates in Word.

To develop the skills needed to create consistent looking documents which are easy to update and manage.

Prerequisites

This module assumes a good working knowledge of Word and a reasonable typing speed. A knowledge of Windows and file handling would also be an advantage.

Content

- **Functional overview** – what are styles and templates and what are the advantages of using them?
- **Working with built-in styles** – using the styles available in normal.dot, (especially Headings 1, 2 and 3)
- **Applying formatting** – what happens to a style when you apply font and paragraph formatting, how do you detect such formatting and remove it?
- **Modifying built-in styles** – how to update an existing style and apply it, dangers and pitfalls to avoid
- **Creating your own styles** – generating custom styles and assigning keyboard shortcuts to them
- **Distributing a custom style** – how to export styles to other documents
- **Replacing styles** – what to do if a document has been set up with the wrong style
- **Using the ready-made templates** – overview of the installed templates and Wizards that come with Word, (with special reference to normal.dot)
- **Customising a template** – techniques for creating your own template design
- **Using Styles in Excel** – overview of this powerful, but often underused, feature

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