

Advanced Microsoft Word 2010

This course is designed for a user that is already fluent with Microsoft Word or that has taken the Intro to Microsoft Word 2010 course.

In this course you will learn:

- How to use templates
- How to change line and paragraph spacing
- How to add watermarks and page color to your document
- How to add borders to your document
- How to insert line numbers, signature lines & the date/time
- How to set columns
- How to use page breaks, section breaks and column breaks
- How to use hyphenation
- How to add a header or footer to your document
- How to insert pictures into your document
- How to insert shapes such as circles, boxes, arrows, etc.
- How to use Find and Replace
- How to add page numbers
- How to use bullet, numbered and multilevel lists
- How to wrap text around pictures and other objects.