

## Microsoft Word – Consistent Formatting

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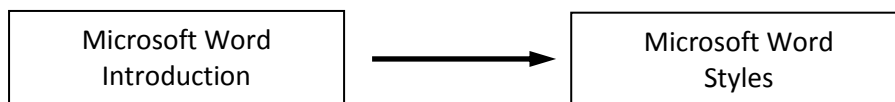
### Audience

Styles are extremely useful for users who regularly create documents that need to be consistent throughout. For example, if you've defined your headings to be italic and bold, and then decided you want headings to be bold only, styles allow you to easily globally change all occurrences throughout the document. However, if you formatted each heading manually, you'd have to find each one and change it, one by one. This course will enable you to create your own personal style and work with your personal style efficiently.

### Duration

2 hours

### Prior Learning Segment



You must be able to navigate efficiently within Word and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Word - Introduction course.

### Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

### Key Learnings

- Managing Styles
- Customising Quick Styles Gallery
- Creating a Style set
- Using Style sets

### Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop the skills to create your own personal styles. You will be able to change the style sets, customise the quick styles gallery and manage and work with your styles efficiently.

### Next Learning Segment

