

## Microsoft Word – Smarter Formatting

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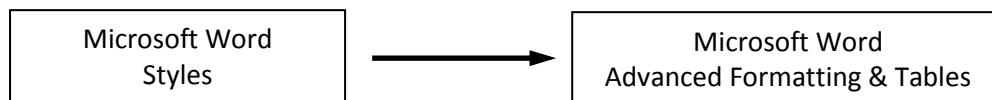
### Audience

You're now at the stage where you're creating large documents and would like to format those documents using some smart tools. Perhaps you want to insert a landscape page in the middle of your document, or you might like to break the document into different chapters displaying unique headers & footers. Multi-level numbering may be required but how do you restart the list further on within your document? This course tackles those "tricky" modifications as well as creating a table so you can modify and display your text effectively within that table format.

### 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 – Styles 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

- Section Breaks
- Customised Headers & Footers within Sections
- Multi-level Paragraph Numbering
- Newspaper-style Columns
- Insert and Modify a Multi-Row/Multi-Column Table
- Manage Large Tables

### Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop the skills to format your documents with some advanced formatting tools. You will be able to change the orientation of individual pages, add customised headers & footers, and insert multi-level numbering for your paragraphs. You will also be able to display text effectively in a tabular format.

### Next Learning Segment

