

## **ADVANCED MICROSOFT WORD SYLLABUS**

**Whether you are interested in improving your skills with letters or business documents, or planning on writing that long delayed book of fiction, poetry, or non-fiction, this class will help you add to, or improve your word processing skills.**

### **I. INTRODUCTION**

### **II. UNDERSTANDING AND USING “STYLES”**

- A. Definitions
- B. “Styles”
- C. “Sections

### **III. UNDERSTANDING AND USING "TEMPLATES"**

- A. Definitions
- B. Creating A Custom "Template"

### **IV. UNDERSTANDING AND USING “TEXT BOXES”**

### **V. CREATING REFERENCES**

- A. “Table of Contents”
- B. “Indexes”
- C. "Footnotes"

**PLUS**, on the free disk, each student receives these additional files:

1. From Brain to Book: The Journey of Words from Thought to Print
2. How to Modify a "Style"
3. How to Use "Sections" to Change Page Orientation
4. How to Copy or Email a Font (with a reminder about licensing issues)
5. References: Websites and books with information on Copyright law and more information on learning and using Word.