

Prerequisites

This course assumes a basic understanding of the software. It would also be beneficial to have a general understanding of the Windows operating system environment.

Target Audience

This course aims to enhance existing skills by covering more specific documentation creation aspects.

Learning Outcomes

- Work with document techniques including inserting a cover page, applying page colours and borders and working with and modifying columns.
- Use a range of formatting techniques such as indents, controlling pagination, inserting a drop cap and understanding returns.
- Working with PDF documents
- Setting preferences and properties
- Understand, apply, modify and create styles
- Understand, apply, modify and create a theme
- Create and use templates.
- Learn how to work with section breaks
- Insert and work with headers and foots
- Perform various merging tasks
- Draw and format shapes
- Insert and work with text boxes
- Use table features to improve the layout and format of tables
- Enhance and correct pictures