

**Microsoft Word: Formatting and Structuring Fundamentals**

**Course Number:** OFC-132  
**Duration:** 0.5 days

**Overview**

This Microsoft Word: Formatting and Structuring Fundamentals training course teaches attendees how to format and structure templates and styles in MS Word to control all the aesthetics of their documents.

**Prerequisites**

All students must have some familiarity with Microsoft Word.

**Materials**

All MS Word training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft Word.

**Objectives**

* Understand and use Normal style
* Customize conventional paragraph styles
* Save styles for reuse on other documents
* Understand paragraph styling
* Apply margins and page breaks

**Outline**

* Introduction to Word Formatting and Structure
  + Course Introduction
  + Microsoft Word Essential Tools
* Using and Modifying Styles in Word
  + Working with Normal Style
  + Using Heading Styles
  + Saving Default Styles
  + Working with Templates
* Style Management
  + Creating Nonstandard Styles
  + Leveraging Style Sets
  + Understanding Office Themes
  + Building a Style Library
* Document Layout
  + Setting Margins
  + Setting Headers and Footers
  + Changing Document Settings
  + Using Page Breaks
* Conclusion