



Booklet Creation with Microsoft Word 2010 / 2007

Course Duration:

7 Hours / 1 Day

1 Style Basics in Word

- Styles save time and make your document look good
- Character and paragraph styles
- Styles, Quick Style sets, and themes
- Customized styles

2 Heading Styles

- Apply a heading style
- Customize a heading style

3 Section Break

- What is Section Break
- Type of Section Break
- How to use Section Break

4 Using Table

- Create a table
- Managing table design
- Managing table layout

5 Create Newsletter Columns

- Add columns to part of a document
- Format a document with columns
- Start with a template
- Stop using columns

6 Add or Remove Headers, Footers, and Page Numbers

- Add a page number without any other information
- Add a header or footer that

includes a page number

- Start numbering with 1 on a different page
- Add different headers and footers or page numbers in different parts of the document
- Remove page numbers, headers, and footers
- Number pages differently in different sections

7 Preparing and Updating Table of Contents

- Create a table of contents automatically
- Update the table of contents

8 Create an Index and Update an Index

- About index entries
- Mark index entries and create an index
- Edit or format an index entry and update the index
- Delete an index entry and update the index

9 Using Bookmarks

- Add a bookmark
- Go to a specific bookmark
- Display the bookmark indicators
- Change a bookmark
- Delete a bookmark

10 Insert or Create Footnotes and Endnotes

- About footnotes and endnotes
- Insert a footnote or an endnote
- Change the number format of footnotes or endnotes
- Change the starting value for footnotes or endnotes

- Create a footnote or endnote continuation notice
- Change or remove a footnote or endnote separator
- Delete a footnote or an endnote

11 Insert a Watermark or Change a Watermark

- Learn about watermarks
- Insert a text watermark
- Turn a picture into a watermark
- Insert a watermark only on selected pages
- Change a watermark

12 Insert Graphic

- SmartArt
- Picture
- Shapes
- Clip Art
- Chart