



Booklet Creation with Microsoft Word 2016

Course Duration:

7 Hours / 1 Day

1 Create and Format Documents

- Create a new document using a template
- Set page margins
- Change the default line spacing
- Change the line spacing
- Add a "Draft" watermark to your document
- Add a picture as a background watermark

2 Add Headers and Footers

- Add a header or footer
- Add images to a header or footer
- Add page numbers to a header or footer
- Delete a header or footer from a single page
- Insert the file name in a footer

3 Using Cover Page

- Add a Cover Page

4 Add a Page Break

- View page breaks
- Adjust automatic page breaks

5 Add Section Breaks

- What you can do with sections
- Types of section breaks

6 Create Newsletter-Style Columns

- Apply columns to your

document

- Insert a column break
- Insert a line between columns
- Adjust the column width and the spacing between columns

7 Add Page Numbers

- Add page numbers
- Add page numbers to a header or footer
- Add different page numbers or number formats to different sections
- Start page numbering later in your document
- Start page numbers with something other than 1
- Add page number X of Y to a document
- Delete page numbers

8 Add Footnotes and Endnotes

- Add a footnote
- Add an endnote
- Customize footnotes and endnotes

9 Add a Table of Contents

- Create a table of contents
- Format or customize a table of contents
- Change or add levels in a table of contents
- Change the level of a table of contents entry
- Update a table of contents

10 Create or Edit a Hyperlink in Word

- Link to a file, Web page, or blank email message
- Create a hyperlink to a specific place in a document
- Turn off automatic hyperlinks

11 Create an Index

- Mark the entries
- Create the index

12 Insert links, Images, & Graphics

- Create or edit a hyperlink
- Add bookmarks in a document
- Remove a hyperlink
- Add pictures
- Insert a screenshot or screen clipping
- Learn about SmartArt Graphics
- Change the shape of WordArt
- Add shapes
- Insert symbols

13 Review a Document

- Track changes in Word
- Accept tracked changes
- Remove tracked changes and comments
- Advanced Track Changes Options
- Keep Track Changes on with a password
- Turn off track changes
- Check spelling and grammar
- Choose how spell check and grammar check work
- Add words to your spell check dictionary