



Word Targeted-Skills Setup a Large Document GS Software Consulting.ca

GS Course Outline:

- Word:** Word is used to create all forms of documentation from letters to forms and large reports.
- Objective:** ■ Learn how to set-up a larger multipage document using Section Breaks, Styles, different section Headers and Footers, Tables to organize information, a Table of Contents and use the Document Title Property to insert details automatically.
- Prerequisite:** Basic Windows, Keyboarding and Mouse skills. Word All-in-One GS Course Outline or previous experience using Word plus access to a computer with Microsoft Word software.
- Duration:** 1 hour
- Cost:** \$129.00 + HST (13%)
- Topics:**
- Title Page
 - Section Breaks
 - Styles
 - Basic Convert Text to Tables
 - Margins & Page Orientation
 - Headers & Footers
 - Table of Contents
 - Center Page

Practice Lesson:



Rides-R-Us New Client Setup Report



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Or Visit the [GS Bookings Calendar](#)
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