

Word 2016 - Paragraphs and Page Layout

The Word 2016 - Paragraphs and Page Layout course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will Format Text and Paragraphs, and apply Styles, Hyphenation and Spacing. You will also adjust Page Margins, Insert Breaks and work with Columns and Text Boxes.

The estimated time to complete this course is 2 hours and 41 minutes.

Formatting Text and Paragraphs

Basic Text Formatting

- Formatting Text
- Bolding Text
- Underlining Text
- Applying Italics
- Removing Text Attributes
- Changing Fonts
- Changing Font Size
- Changing Font Colour
- Changing Case
- Subscript and Superscript
- Highlighting Text
- Clearing Formatting

Paragraph Formatting

- Formatting Paragraphs
- Aligning Text
- Adding Borders
- Adding Shading Colours
- Indenting Paragraphs
- Using the Paragraph Box
- Spacing Paragraphs
- Format Painter

Hyphenation, Styles and Spacing

- Hyphenation
- Automated Hyphenation
- Non-Breaking Hyphens
- Non-Breaking Spaces
- Manual Hyphenation
- Applying Styles
- Creating New Styles
- Removing Styles
- Line and Paragraph Spacing
- Change Spacing with Keys

Page Layout Features

Margins and Page Breaks


- Page Margins
- Adjusting Page Margins
- Setting Page Margins
- Soft Page Breaks
- Hard Page Breaks
- Changing Page Setup
- Paper Options
- Page Orientation
- Adding Line Numbering

If you require any further information please contact NYES:

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Breaks, Pagination and Fields

- Inserting Section Breaks
- Balancing Column Text
- Applying Title Styles
- Deleting Section Breaks
- Inserting Column Breaks
- Deleting Column Breaks
- Line and Page Breaks
- Pagination Options
- Advance Field
- Viewing Field Codes
- Editing Field Codes
- Deleting Field Codes

Columns and Text Boxes


- Using the Columns List
- Modifying Column Layout
- Justifying Text in Columns
- Column Section Breaks
- Using the Columns Box
- Changing Column Widths
- Creating Text Boxes
- Linking Text Boxes
- Editing Text Boxes
- Formatting Text Boxes
- Deleting Text Boxes

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