



Purpose of this class: **Using Word beyond basic formatting**

## 1. Advanced Page Setup, Spacing or Indenting

- a. Margins -- set default margins for every time you create a new document
- b. Spacing
  - i. Before Paragraphs
  - ii. After Paragraphs
- c. Indenting to set apart a long quote

## 2. Lists

a. Bulleted



b. Numbered

i. Start typing with the number "1" and it will automatically make an indented list

ii. OR, click on the shortcut button (above) either before you started the list or after you highlighted the list

c. "Nesting"



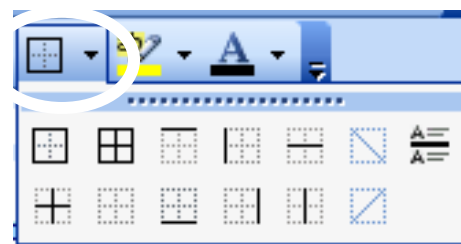
d. Create your own

## 3. Columns

## 4. Tables: designating # of Rows and Columns for a Table

- a. Inserting Rows & Columns
- b. Merging & Splitting Cells
- c. Assigning or Turning off Borders
- d. Borders and Shading

### Borders



## 5. Text Boxes

## 6. Drawing Toolbar



## 7. Inserting Special Symbols

## 8. Find, Replace

## 9. Headers, Footer, & Page Numbers