

# Word 2010/2013 Advanced Formatting, Sections & Columns

<b>Audience</b>	This course is for learners who have mastered basic Microsoft Word skills, and can create documents edit documents, and can perform simple character and paragraph formatting.
<b>Description</b>	This course uses a combination of lecture, hands-on practice, and independent exercises to enhance learners skills using Word. They will learn to create and edit tables, perform sophisticated formatting in sections and columns, customize headers and footers, convert a PDF file to a Word document, and prepare documents for sharing.
<b>Objectives</b>	<p>Upon successful completion of the class, and with additional practice, students should be able to:</p> <ul style="list-style-type: none"><li>■ Create and edit a table</li><li>■ Apply a table style</li><li>■ Add and delete text in a table</li><li>■ Copy formats with Format Painter</li><li>■ Position text with tabs</li><li>■ Perform advanced character, paragraph, and page formatting</li><li>■ Use sections for complex page formatting</li><li>■ Create different headers in sections</li><li>■ Format text in columns</li><li>■ Inspect a document</li><li>■ Edit a document converted from a PDF file (2013)</li><li>■ Apply security features and restrict editing</li></ul>
<b>Length</b>	½ day (3.5 hours)

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<b>I. Basic Tables</b>	<b>H. Inserting and Deleting Rows and Columns</b>
A. What is a Table?	I. Adjusting Column Widths and Row Heights
B. Inserting a Table	J. Formatting with Borders and Shading
C. Applying a Table Style	<b>II. Advanced Formatting Techniques</b>
D. Inserting a Quick Table	A. Changing Font Size and Spacing
E. Typing Text in a Table	B. Using Hyphenation and Special Characters
F. Selecting Text, Cells, Columns, or Rows	
G. Editing Text in a Table	



- C. Changing Paragraph and Line Spacing
- D. Changing Paragraph Indents
- E. Using Format Painter
- F. Controlling Pagination
- G. Positioning Text with Tabs
- H. Using Quick Styles
- I. Applying a Theme
- J. Modifying a Theme

**III. Working with Sections and Columns**

- A. What is a Section?
- B. Inserting and Removing Section Breaks
- C. Changing Page Setup in a Section
- D. Creating Headers and Footers Review
- E. Inserting Fields into Headers and Footers
- F. Changing Headers and Footers by Section
- G. Setting Multiple Columns
- H. Modifying Column Formatting

**IV. Preparing a Document (no independent exercises)**

- A. Using File Properties (Review)
- B. Inspecting a Document
- C. (2013) Editing a PDF Document
- D. Marking a Document as Final
- E. Security Issues
- F. Restricting Formatting and Editing
- G. Compatibility Issues