

Word 2010/2013 Document Automation with Templates and Styles

Audience	This course is for learners who have basic to intermediate skills in Microsoft Word and can create and edit documents including paragraph formatting, pagination, adding sections and columns, document security, and basic tables.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to advance the learners skills using Word. They will learn to perform sophisticated formatting with styles, reuse information effectively with templates and Building Blocks (including Quick Parts and other galleries).
Objectives	Upon successful completion of the class, and with additional practice, students should be able to: <ul style="list-style-type: none">■ Create and revise templates■ Change the Normal template■ Create, revise, and delete Building Blocks■ Manage Building Blocks with the Building Block Organizer■ Create a style by example■ Apply styles to formatted text■ Revise and save styles
Length	½ day (3.5 hours)

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| I. Templates <ul style="list-style-type: none">A. What is a Template?B. Starting a Document with Normal TemplateC. Starting a Document with a Custom TemplateD. Changing the Normal TemplateE. Creating a TemplateF. Saving TemplatesG. Revising a TemplateH. Deleting a Template (Optional)I. Adding Global Templates (Optional) | II. Building Blocks (including Quick Parts and other galleries) <ul style="list-style-type: none">A. What are Building Blocks?B. Creating a Building BlockC. Inserting a Building BlockD. Managing Building BlocksE. Using Document Properties (Optional) |
| | III. Basic Styles <ul style="list-style-type: none">A. What are Styles?B. Creating a StyleC. Applying a StyleD. Modifying a Style |



- E. Using the Styles Gallery
(Review)
- F. Changing Default Normal Style
(Optional)
- G. Saving Styles to a Template
(Optional)
- H. Printing a Style List
- I. Deleting and Renaming Styles