

Word: Styles and Tables of Content

Learn how to create and use Word Styles to format headings and paragraph layouts consistently and quickly. You will also use Styles to generate a Table of Contents for a long document.

Snapshot

Duration: 90 minute

Level: Experienced

Pre-requisites: Basic familiarity with MS Word

Version: Suitable for 2010, 2013 and 2016

Learning Outcomes

- Understand Styles
- Apply a style to a heading
- Modify a style
- Create a custom style
- Create a Table of Contents using styles

Course Content

- Applying a style to a heading
- Using the Quick Style gallery
- Using the Styles Pane
- Updating and editing Styles
- Creating a custom Style
- Creating a Table of Contents
- Using RD Fields to generate a Table of Contents