



MS Word II: Intermediate Word 2013/2016

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| Sub-Topic 1 | Bullets and Numbered List |
| Description | Apply Bullets and Numbers, restart & continue numbering, customize numbers, and outline lists |
| Sub-Topic 2 | Special Paragraph Formatting |
| Description | Learn to apply Drop-Cap letters and words dropped in paragraph or in margin |
| Sub-Topic 3 | Document Basic Views |
| Description | Examine Print Layout, Full Screen Reading, Web Layout, Outline and Draft Views |
| Sub-Topic 4 | Managing Multiple Windows |
| Description | View Side-by-Side, Split Window and Open New Window |
| Sub-Topic 5 | Page and Section Formatting |
| Description | Managing Page, Section, & Column Breaks, Margins, Columns, and Page & Line Numbers |
| Sub-Topic 6 | Headers and Footers |
| Description | Managing Headers and Footers, and Page Number command |
| Sub-Topic 7 | Managing Custom Tab Stops |
| Description | Creating lists using tabs |
| Sub-Topic 8 | Borders and Shading |
| Description | Applying borders and shading to blocks of text |

IMPORTANT COURSEWORK PREREQUISITE

Completion of, or working knowledge of curriculum as described in *MS Word I: Introduction and Basic Word 2013/2016*, is required.