



# Customizing Word 2016 Formats Using Styles and Themes

Course ID #: 7000-531-ZZ-Z

Hours: 2

## Course Content

### Course Description:

After you master the basics of using Microsoft® Word 2016 such as creating, editing, and saving documents; navigating through a document; and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

### Target Student:

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

### Topics:

#### Lesson 1: Customizing Formats Using Styles and Themes

##### Topic A: Create and Modify Text Styles

- Types of Text Styles
- Heading and Subheading Styles
- Character Spacing
- Custom Styles
- The Create New Style from Formatting Dialog Box
- Style Modification Options
- Style Sets
- Body and Heading Styles
- How to Create and Modify Text Styles
- Creating and Modifying Text Styles

##### Topic B: Create Custom List or Table Styles

- List Styles
- Table Styles
- How to Create and Modify List and Table Styles
- Creating and Modifying List and Table Styles

##### Topic C: Apply Document Themes

- Document Themes
- The Themes Button
- Custom Themes
- Custom Color Sets
- Custom Font Sets
- Guidelines for Formatting a document
- How to Apply Document Themes
- Applying Document Themes