



Training Solutions, Inc.

## **Microsoft Word 2010 Mini-Series: Formatting Essentials**

### **Section 1 - Font Formats**

- Starting Word
- Formatting Text
- Font Dialog Box

### **Section 2 - Formatting Paragraphs**

- Bullets and Numbering
- New Line Command
- Sort
- Line Spacing
- Indents
- Alignment

### **Section 3 - Page Layouts**

- Page Setup
- Margins
- Orientation
- Columns
- Breaks
- Page Numbers
- Creating a Letter
- Envelopes and Labels

### **Section 4 - Working with Tables**

- Creating Tables
- Editing Tables
- Editing Tables
- Deleting Tables