

Student Learning Outcomes

Word Module 3 – Creating Tables and a Multipage Report

Open New.docx (Practice)

- Working with Headings in the Navigation Pane
 - Promote / Demote
- Insert Page Breaks (Shortcut <Ctrl> + <Enter>)
- Insert and Edit Tables (Table Tools / Design / Layout Tabs)
- Sort Table data
- Table Styles and Options
- Set Tabs
- Insert Footnotes
- SKIP – Automatic Hyphenation
- Section Breaks
- Create SmartArt graphic
- Add Header/Footers
- Cover Page
- Themes