

Student Learning Outcomes

Word Module 3 – Creating Tables and a Multipage Report

Open New Classes Report.docx (Practice)

- Working with the Navigation Pane
- Insert Page Breaks
- Create and Edit Tables
- Sort Table data
- Table Styles and Options
- Set Tabs
- Insert Footnotes
- Automatic Hyphenation
- Section Breaks
- Create SmartArt graphic
- Add Header/Footers
 - Separate Sections
- Cover Page
- Themes