

Styles Class: Time Analysis

Topic	Est. Time	Act. Time
1 Styles		
a What are styles?	5 mins	
b Word's default styles; Normal	2 mins	
c Formats to put in styles	4 mins	
d Changing styles throughout a document	5 mins	
e Viewing styles using the Styles List	4 mins	
f Viewing styles using Normal view and Styles pane	5 mins	
g Applying styles using the Styles List	4 mins	
h Applying styles using shortcut keys	4 mins	
i Creating styles using "style by example"	10 mins	
j Modifying styles using "style by example"	10 mins	
k Creating styles using the Style dialog box (including showing shortcut keys)	8 mins	
l Modifying styles using the Style dialog box	5 mins	
m Having one style automatically follow another	3 mins	
n Styles and their relationship to documents (including removing all styles, reverting to Normal font (Alt+Shift+5))	15 mins	
o Style Organizer (including deleting styles)	15 mins	
p Using the Replace function with styles	10 mins	
q Removing all styles, reverting to Normal font (Alt+Shift+5)	2 mins	
r Using F4 (Repeat command) to apply styles	5 mins	
2 Using Autocorrect and Autotext	15 mins	
3 Recommendations	5 mins	
Breaks	15 mins	
Lunch	0 (a.m. only)	
Questions	30 mins	
Exercises	20 mins	
Clean up/Admin	30 mins	
Total	3 hrs 51 mins	

