

## COURSE CONTENT

- ❖ **Introduction**
- ❖ **The Word Screen**
  - The Title Bar
  - The Office Button
  - The Ribbon, Minimising the Ribbon
  - Command Tabs, Contextual Tabs
  - Groups
  - The Quick Access Toolbar
  - Adding Icons to the Quick Access Toolbar
  - The Insertion Point
  - The Ruler
  - Scroll Bars
  - The Status Bar
  - Keyboard Shortcuts
- ❖ **Adjusting the screen space**
- ❖ **Changing the document view**
- ❖ **Non-printing characters**
- ❖ **Creating a new document**
- ❖ **Editing text**
  - Deleting text
  - The Undo and Redo buttons
- ❖ **Mouse pointer shapes and actions**
- ❖ **Selecting text with the mouse**
  - Selecting text with the keyboard
- ❖ **Formatting a Document**
  - Changing the font style and colour
  - Adding text effects
  - The Mini toolbar
  - Changing the case of text
  - Changing the default font
  - Using the highlight tool
  - Using the Format Painter (Copying and pasting formats)
  - Shortcut formatting commands using the keyboard
- ❖ **Paragraph Formatting**
  - Changing text alignment
  - Changing line spacing
  - Shortcut paragraph commands using the keyboard
  - Non breaking spaces
- ❖ **Saving a Document**
  - Saving a document with another name
  - Saving a document as a Text or Web page
  - Converting a file to a newer version
  - Creating folders
- ❖ **Closing a document**

## LEVELS 1, 2 & 3

**Unit Standards 116938 / 117924 / 119078 / 116942**

*Microsoft Word makes everyday tasks such as creating professional looking documents, tables, envelopes, charts, columns, drawings and many more tasks - just a click away with the*

- ❖ **Opening an existing document**
  - Moving between open files
  - Arranging documents on the screen
- ❖ **Using special text effects**
- ❖ **Finding and replacing text**
- ❖ **Navigating in a document**
- ❖ **Copying and moving text**
- ❖ **Checking spelling**
- ❖ **Using AutoCorrect**
- ❖ **Using the Thesaurus**

## 2 Day Course

The Microsoft Word Basic/ Intermediate course includes all training material, lunch, teas/ coffees and certificate.

## Who should attend?

- Business Professionals
- Personal Assistants
- Secretaries
- Researchers
- Administrative Staff
- Analysts

## Pre-requisite

Should have previous Windows experience and/or attended a Windows Operating System course.

## COURSE CONTENT CONTINUED

- ❖ **Page Setup**
  - Changing page orientation and size
  - Setting margins
- ❖ **Previewing documents**
  - Viewing multiple pages of documents
  - Using Shrink to Fit
- ❖ **Printing Documents**
  - Printing multiple pages on one page
- ❖ **Headers and footers**
  - Adding Headers and Footers
  - Header and footer margins
  - Inserting text or graphics
  - Removing a header or footer from the first page
- ❖ **Hyphenating text**
  - Inserting a non-breaking hyphen
  - Automatic hyphenation
- ❖ **Using the Insert Commands**
  - Inserting a cover page
  - Inserting a blank page
  - Inserting date or time
  - Inserting page breaks
  - Inserting section breaks
  - Inserting page numbers
  - Inserting another file
  - Inserting special characters, symbols or equations
  - Using ASCII codes
  - Creating and inserting Building Blocks / AutoText
- ❖ **Tab Stops**
  - Setting tab stops
  - Changing the tab type
  - Moving tabs
  - Removing tabs
  - Leader character tabs
- ❖ **Borders and Shading**
  - Adding borders to text, paragraphs and pages
  - Adding horizontal picture borders
  - Using Art borders
  - Changing the line style and weight
  - Adding shading to tables, paragraphs or selected text
- ❖ **Templates**
  - Creating a document based on a template
  - Saving a template
  - Opening a template
  - Editing/changing a template
- ❖ **Setting Indents**
- ❖ **Bullets and Numbering**
  - Automatically add numbers or bullets to text
  - Modify/change number or bullet styles
  - Creating multilevel numbers and bullets
- ❖ **Creating newspaper style columns**
  - Adding vertical lines between columns
  - Forcing the start of a new column
- ❖ **Inserting and linking text boxes**
  - Formatting text boxes
- ❖ **Setting up tables for side-by-side information**
  - Selecting cells, columns and rows
  - Inserting and deleting rows and columns
  - Changing column width and row height
  - Moving and resizing tables
  - Changing the border style
  - Formatting a table
  - Distributing columns and rows evenly
  - Merging and splitting cells
  - Repeating table headings on subsequent pages
  - Splitting tables
  - Converting text to tables
  - Calculating in a table
  - Creating a chart from a table
  - Modifying a chart
  - Formatting a chart
  - Changing chart options
  - Sorting tables
- ❖ **Mail Merge**
  - Creating mailing labels
  - Creating labels with the same data on each label
  - Creating Envelopes

### Bookings

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