

Each Level – Introduction – Intermediate & Advanced has a duration of 1 day

PC & Mac

Pre-Requisite

These topics are to serve as a guide only. You elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

INTRODUCTION

Objective:

To gain understanding of the potential of word. Be able to create a basic document apply formatting and print successfully

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key

Preferable

Some practical application for the course attending. Need a general overview of Word processing.

Module 1

Getting Started

What is word?
Opening a File
Getting to know the Environment
Creating a New Document

Navigating

Help Tools
Saving

Module 2

Editing

Different Cursors
Selecting Text
Delete Text
Overtyping
Cut, Copy, Paste
Undo & Re Do

Module 3

Text Formatting

Font
Format Painter
Background
Change Case

Module 4

Paragraph Formatting

Spacing
Alignment
Paragraph Indenting
Bullets & Numbering
Borders & Shading

Module 5

Printing

Page Setup
Insert Page Breaks
Using Header & Footer
Print Preview

Module 6

Proofing Tools

Send To
Flag for Follow up
Spell check
Grammar
AutoCorrect
Find & Replace

INTERMEDIATE

Objective:

To expand existing word knowledge. Be able to create table, do a mail merge and save document as a web page.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Word Introduction or equivalent.

Preferable

Some practical application for the course attending. Interest in mail merge and creating form like documents.

Module 1

Tables

Creating tables
Selecting cells
Inserting Columns/Rows
Deleting Columns/Rows
Tables and Borders Toolbar
Changing Column widths
Formatting
Borders and Shading
Formulas
Sorting data in a table

Module 2

Mail Merge

Creating a Data Source
Creating a Mail Merge Doc
Mailing Labels

Module 3

Tabs

Setting Tabs
Removing Tabs
Setting a Leader tab

Module 4

Importing Data

Import Excel Files
Import as a Link
Clipboard

Module 5

Working with Columns

Creating Columns
Adjusting the width
Setting Column Breaks
Drop Cap

Module 6

Automated Features

AutoText
Insert Fields
Creating Graphs
Modifying Graphs

Module 7

Web Features

Create Hyperlinks
Modify Hyperlinks
Send as Attachment
Save as Web Page

ADVANCED

Objective:

To work efficiently and effectively with large word documents.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Introduction and Intermediate or equivalent.

Preferable

Some practical application for the course attending. Interest in working with large documents

Module 1

Styles & Templates

Apply Styles
Modify Styles
Create Styles
Transfer Styles
Use Existing Template
Create a Template
Modify a Template

Module 2

Fields

Insert Date
Unlink a Field
Fill in Fields
Forms

Module 3

Mail Merge

Create a Mail Merge
Access as Data source
Excel as Data source
Insert Word Fields
Filter Records
Sort Records
E-mail

Module 4

Outlining

Creating an Outline
Modifying
Insert Sub Documents

Module 5

Table of Contents

Create a TOC
Modify a TOC
Create Indexing
Modify Indexing
Creating Bookmarks
Cross Reference

Module 6

Macros

Create a basic Macro
View a Macro Code
Assign macro to a Toolbar
Customizing Toolbar