



Microsoft Word 2007-2019/365

Level 1: Getting Started

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

If you're completely new to Microsoft Word, or you struggle to do anything more than the most basic of word processing tasks, this course will give you the skills you need to quickly and confidently create great documents. You will learn how to create professionally-formatted letters, reports and more.

Course Prerequisite: new, or self-taught and struggling Microsoft Word users. Knowledge of Windows basics and ability to use keyboard and mouse required.

COURSE TOPICS

Editing Text

Moving The Cursor (Short Cuts)
Adding And Deleting Text
Replacing Text
Selecting Text (Short Cuts)
Selecting Vertical Blocks Of Text
Using Undo And Redo
Changing Views And Zoom
Using Read Mode

Move And Copy Text

Drag & Drop
Paragraph Move
Clipboard Cut, Copy, & Paste
Move And Copy Between Documents

Fonts & Attributes

Changing Case – UPPER, lower, Mixed
Changing Type Styles for Some or All of a Document
Sizing Text
Setting Default Font
Bold, Italic, All Underlining Options
Superscript And Subscript
Hidden Text

Paragraph Options

Left, Centre, Right, & Justify
Line Spacing
Indents – First Line, Both Sides, Hanging
Setting Tabs
. Dot Leader Tabs
Using The Ruler For Tabs And Indents (Short Cuts)

Bullets & Numbered Lists

Left Margin Bullets
Indented Bullets
Numbered Lists
Multi-Level Numbered Lists
Outline Numbering (Legal)

Page Setup

Margins
Paper Size
Paper Orientation
Paper Trays
Page Breaks, Manual And Automatic

Views & Zoom

Document Views
Zooming Options

Spell Check

Checking All Or Part Of A Document
Adding Words To The Custom Dictionary
AutoCorrecting Words

Save, Open, Close, And New

Saving Documents
Saving as a Template
Creating PDF files
Open Where You Left Off

Print & Print Preview

Printing Options
Number Of Copies, Pages, Etc.
Preview Options



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Level 2: Document Layout & Tables

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

Eliminate hours of frustration by demystifying Word's document layout features. This course will teach you to work with longer documents that include multiple types of formatting, headers/footers and more. You will also learn how to create tables and fill/format them efficiently.

Course Prerequisite: Word Introduction topics.

COURSE TOPICS

Section Breaks

- The Importance of Section Breaks
- Defining Document Sections
- Formatting Document Sections
- Inserting Section Breaks
- Changing the Layout of a Section
- Removing Section Breaks
- Navigating Sections
- Changing the Type of Section Break
- Continuous Section Breaks
- Protecting a Section
- Page Setup Summary

Headers & Footers

- Header/Footer Toolbar
- Creating and Editing
- Page Numbering Options
- Inserting Dates / Page Numbering
- Different Odd and Even
- Different First Page
- Numbering the Second Page as Page 1
- Setting Where They Print

Headers & Footers and Section Breaks

- Changing Headers/Footers in a Section
- Insert Number of Section Pages
- Vertical Alignment

Tables

- Inserting or Drawing a Table
- Table Navigation
- Selecting Cells - Short Cuts
- Inserting & Deleting Columns/Rows
- Row Height & Column Width
- Cell Margins & Column Spacing
- Moving Columns and Rows
- Cell and Table Alignment
- Merging & Splitting Cells
- Merging & Splitting a Table
- Repeating Headings
- Borders, Shading & Gridlines
- Table Styles
- Text Direction
- Sorting
- Adding Formulas
- Converting Text to a Table or a Table to Text

Open & Edit PDFs (2013/2016)

- Convert PDF
- Save as PDF

AutoCorrect

- AutoCorrect Options
- Storing Symbols & Graphics
- Storing Abbreviations

Quick Parts

- Creating & Inserting Building Blocks
- Using the Organizer

Other Topics

- Inserting Symbols
- Format Painter to Copy Text
- Inserting Dates
- Using the Thesaurus
- Customize Quick Access Toolbar
- Customize Ribbon (2010/2013/2016)
- Drop Caps



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Level 3: Advanced Techniques

1 Day Course

Training at Your Office

COURSE DESCRIPTION

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Whether you're working on a five-page flyer or a 500-page manual, this course will give you the skills to quickly and easily format your work.

You will learn how to create forms, create templates and work with graphics, as well as using references such as creating a table of contents and more.

Course Prerequisite: understanding of Word Introduction and Intermediate topics.

COURSE TOPICS

Styles

- Why Use Styles / Style Types
- Applying Styles to Text
- The "Normal" Style
- Applying "Style Sets" to a Document
- Creating Styles / Modifying Styles
- The Apply Styles Task Pane
- Style Options
- Clearing a Style from Text
- Deleting Styles
- The Styles Pane & Organizer
- Formatting without Styles

Themes

- Selecting Themes
- Modifying Themes
- Creating your own Themes

Drawing Tools

- Adding Lines, Squares, Circles, AutoShapes, etc.
- Moving/Sizing/Adding Text
- Formatting Shapes
- Using WordArt

Creating an Index

- Marking Entries
- Creating the Index

Using Footnotes & Endnotes

Graphics

- Inserting Pictures & ClipArt
- Moving, Sizing and Rotating
- Text Wrapping Options
- Cropping Graphics
- Colour Corrections
- Adding Borders
- Adding Graphics to AutoCorrect
- The Format Picture Toolbar
- Positioning Pictures w/Text

Bookmarks

- Inserting Bookmarks
- Jumping to Bookmarks
- Displaying Bookmarks

Cross-referencing ("see page x")

- Using Bookmarks, Heading or Captions
- Inserting References
- Updating References as the document changes

Tables of Contents

- Quick Tables
- The Table of Contents Dialog Box
- Using your own Styles
- Modifying Table of Contents Styles
- Updating a Table of Contents

Tracking Changes & Combining Documents

- Comparing Documents
- How Changes are Shown
- Accepting or Rejecting Changes
- Change the Display of Revisions
- Track Changes Options
- Track Changes in a Single Document
- Combining Multiple Revised Documents into One Document

Templates

- Creating & Using Templates
- Setting the File Location for Your Templates
- Protecting Template Sections

Forms

- Designing a Form
- Plain Text and Rich Text Fields
- Combo Boxes and Drop-Down Lists
- Legacy Form Fields
- Performing Calculations
- Check Box Fields
- Date Picker Fields
- Building Block Gallery Fields/QuickParts
- Protecting a Document
- Grouping the Document
- Using the Form



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