

Build Your Own Word Course

Master Topic List

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Instructions

- Each topic shows the amount of time required.
- To select a topic, choose an option in the Priority column to indicate its importance to you (1 is the most important).
- Submit this form to us by email.

Beginner Topics

Your Priority	Topics
	Editing Text (30 min) 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 (30 min) Drag & Drop Paragraph Move Clipboard Cut, Copy, & Paste Move And Copy Between Documents
	Fonts & Attributes (30 min) 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
	Spell Check (15 min) Checking All Or Part Of A Document Adding Words To The Custom Dictionary AutoCorrecting Words

Intermediate Topics

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Your Priority	Topics
	Paragraph Options (1.5 hours) Left, Centre, Right, & Justify Line Spacing Indents – First Line, Both Sides, Hanging Setting Tabs Dot Leader Tabs Using The Ruler For Tabs And Indents
	Bullets & Numbered Lists (1.5 hours) Left Margin Bullets Indented Bullets Numbered Lists Multi-Level Numbered Lists Outline Numbering (Legal)
	Views & Zoom (15 min) Document Views Zooming Options
	Save, Open, Close, And New (30 min) Saving, Opening & Closing Documents Save as PDF Create New Documents Where You Left Off
	Print & Print Preview (15 min) Printing Options Number Of Copies, Pages, Etc. Preview Options

Your Priority	Topics
	Other Proofing (15 min) Grammar Check Proofing Settings Language
	Find & Replace (30 min) Using the Dialog Box Using Find in the Navigation Pane Finding Text, Formatting and Special Characters Other Find Options
	AutoCorrect (30 min) AutoCorrect Options Storing Symbols & Graphics Storing Abbreviations
	Section Breaks (1 hour) 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

Intermediate Topics

Your Priority	Topics
<i>Requires knowledge of Section Breaks</i>	Headers & Footers (2 hours) 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 Changing Headers/Footers in a Section Insert Number of Section Pages Vertical Alignment
	Tables (2 hours) 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 or Table Repeating Headings Borders, Shading & Gridlines Table Styles Text Direction Sorting Adding Formulas Convert Text to a Table or Table to Text
	Open & Edit PDFs (15 min) Convert PDF Save as PDF
	Using Quick Parts (1 hour) Creating a Quick Part Insert a Building Block Organize and Delete
	Using Footnotes & Endnotes (30 min)

Your Priority	Topics
	Using OneDrive - Word 365 (1 hour) Save to OneDrive Upload to OneDrive Share Documents Use Version History Shared with Me Insert from Files
	Inserting Symbols (15 min)
	Format Painter to Copy Text (10 min)
	Inserting Dates (10 min)
	Using the Thesaurus (15 min)
	Custom Quick Access Toolbar (30 min)
	Dictate - Word 365 (5 min)
	Inserting Links (15 min)
	Inserting a Signature Line (5 min)
	Insert Text from File (5 min)
	Line Numbering (15 min)
	Hyphenation Settings (10 min)
	Smart Lookup & Researcher (10 min)
	Read Aloud (5 min)
	Translate (5 min)
	Check Accessibility (5 min)
	Pages (1 hour) Inserting Cover Pages Blank Pages Page Breaks Watermarks Page Colours/Borders
	Mail Merge (2 hours) Setting up the Main Document Word Data Files Excel Data Files Letters, Labels and Envelopes Merging Options

Your Priority	Topics
	Creating Windows (30 min) Creating & switching windows View multiple files Arranging together on the screen Synchronous Scrolling Hiding windows / Closing all windows
	Document/Folder Options (30 min) Pinning Documents and Folders Search (365) Document Properties Inspect Document

Advanced Topics

Your Priority	Topics
	Styles (1.5 hours) 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
	Reveal Formatting Pane (30 min) About Changing Format Settings Change Similar Items Apply Formatting Surrounding Text Clear Formatting Options / Compare
	Themes (30 min) Selecting Themes Modifying Themes Creating your own Themes

Advanced Topics

Your Priority	Topics
	Graphics (1.5 hours) 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
	Drawing Tools (1 hour) Adding Lines, Squares, Circles, AutoShapes, etc. Moving/Sizing/Adding Text Formatting Shapes Using WordArt
	Other Illustrations (30 min) Icons/3D Models (2019/365) SmartArt Charts Screenshots
	Working with Objects (30 min) Front/Back Grouping Aligning Rotating The Selection Pane
	Bookmarks (30 min) Inserting Bookmarks Jumping to Bookmarks Displaying Bookmarks Uses for Bookmarks
<i>Requires Bookmarks</i>	Cross-references-“see page x” (30 min) Using Bookmarks, Heading or Captions Inserting References Updating References as the document changes

Your Priority	Topics
	Creating an Index (30 min) Marking Entries Creating the Index
	Citations & Bibliography (30 min)
	Tables of Contents (1 hour) Quick Tables The Table of Contents Dialog Box Using your own Styles Modifying Table of Contents Styles Updating a Table of Contents
	Tracking Changes (1 hour) Track Changes in a Single Document How Changes are Shown Accepting or Rejecting Changes Change the Display of Revisions Track Changes Options
<i>Requires Tracking Changes</i>	Combining Documents (30 min) Comparing Documents Display Options Combining Multiple Revised Documents into One Document Using Comments
	Templates (45 min) Creating & Using Templates Setting the File Location for Your Templates Protecting Template Sections
	Customize Ribbon (1 hour)
	Fields (1 hour) How Fields Appear in a Document Updating & Locking Fields Go to Fields Show Field Codes Field Syntax Convert a Field to Regular Text Add a New Field Manually

Your Priority	Topics
	Forms (1.5 hours) 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
	Setting Defaults (30 min) File, Options Dialog Boxes Normal.dotx
	Macros (1 hour) Recording Macros The Developer Tab Shortcut Keys / Buttons Running a Macro What is the VBA Editor? Files with Macros Recording Limitations