

Word Processing

Microsoft Word Beginner:

Getting Started

starting and exiting Word · the Word screen · the menu bar · dialog boxes · getting help · tools and toolbars.

Working with Documents

creating new files · opening existing files · closing files.

Putting Together Simple Documents

entering text · using wordwraparound · moving through a document · deleting and inserting text · using undo · inserting symbols · inserting the date and time.

Error Checking

using the Spellchecker · using the Grammar checker · using AutoCorrect.

Formatting Text

selecting text · changing text attributes · changing the font and size of text · using the format painter · case conversion · adding borders and shading to text.

Indents, Bullets and Numbers

creating numbered lists · adding items to numbered lists · suppressing numbers in a list · changing the number style · creating multi-level numbered lists · creating bulleted lists · changing the bullet style.

Working with Paragraphs

aligning paragraphs · line spacing · paragraph spacing · removing paragraph formats.

Changing Page Setup

changing the document margins · changing the paper size · changing the document orientation.

Printing Documents

using print preview · shrinking documents to fit the page · printing documents.

Copying and Moving Text

using drag and drop · using cut, copy and paste · using the Office Clipboard.

Microsoft Word Intermediate:

Storing and Retrieving Standard Text

storing AutoCorrect entries · storing AutoText entries · retrieving AutoText entries using the mouse · retrieving AutoText entries using the keyboard · editing an existing AutoText entry · renaming an existing AutoText entry · deleting an AutoText entry · printing a list of AutoText entries.

Working with Multi-Page Documents

inserting page breaks into a document · changing page margins in print preview · adding headers and footers to a document · adding page numbers to a document · finding and replacing text · viewing documents.

Templates (Master Documents)

using Word's standard templates · creating your own templates · editing templates · using prompt fields in templates · adding date fields to templates.

Managing Files

adding passwords to confidential documents · creating new folders · deleting old files from the computer · renaming files · copying files.

Tables

creating table-layouts in documents · entering and editing text in a table · improving the appearance of a table · using Word's table format gallery · altering column widths and row heights · deleting and inserting columns and rows into a table · merging cells in a table for headings · performing simple calculations · sorting text stored in tables · using the Draw Table facility.

Microsoft Word Advanced:

Working with Long Documents

Views: ways of viewing a document in Word · finding specific items · finding specific topics.
Footnotes: creating footnotes and endnotes · viewing footnotes and endnotes · deleting footnotes and endnotes · moving to a footnote or endnote.
Bookmarks: creating bookmarks · moving to a specific bookmark · viewing bookmarks/
Styles: creating a style · applying a style · redefining the format of a style · creating keyboard shortcuts.
Table of Contents: creating a TOC · using other styles to create a TOC · updating a table of contents.

Outlines

outline terminology · creating outlines · selecting outline headings & sub text · collapsing and expanding heading levels · moving outline headings · numbering headings in an outline.

Columns

creating multiple columns · changing the column width.

Automating your Work

recording macros · pausing recording · running macros · assigning macros to toolbars · assigning macros to menus · assigning keyboard shortcuts.

Customising Word

customising toolbars · customising user options.

Creating an Online Form

setting up a form · adding form controls · using an online form.

Mail Merge

creating form letters · adding merge fields · setting up a data source · editing and adding to a data source · selecting records for merging · adding conditions to a merge · creating envelopes and labels.

