# Course Description

**Get started in Word**
- You need to know: About your word processor
- Opening a document
- Overview of the environment
- Moving around in a document
- Displaying the nonprinting characters
- You need to know: Text made easy
- Text input
- Managing paragraphs
- You need to know: Selecting, copying, moving
- Selecting and deleting text
- Undoing, redoing, repeating an action
- You need to know: Saving files
- Saving a document
- Creating a new documen

**Apply basic text formatting**
- You need to know: Formatting characters
- Applying a quick style
- Applying a theme
- Formatting characters
- Character colour
- Character case
- Character font and size

**Arrange paragraphs on the page**
- Paragraph indents
- Paragraph alignment
- Paragraph spacing
- Line Spacing
- Borders and shading
- Moving text
- Copying text

**Page layout, pagination and printing**
- Page layout
- Zoom
- Printing
- Page breaks
- You need to know: Headers and footers
- Headers and footers
- Page numbering

klubschule
école-club
scuola club

MIGROS

online
academy

**Managing tabs and lists**
- Setting a tab stop
- Tab stops with a leader line
- Managing tab stops
- Numbered and bulleted lists
- Customised bulleted list
- Customised numbered list
- Different levels in a list
- List styles
- Line breaks
- Hanging indents

**Learn some new skills**
- Using Microsoft Word Help
- Inserting a document, a cover page or a blank page
- Hyphenation
- Nonbreaking space or hyphen
- Inserting special characters
- Character spacing and position
- Finding text/formatting
- Replacing text/formatting
- Copying formats
- Checking spelling and grammar
- Managing a custom dictionary
- AutoCorrect settings
- Finding synonyms
- Search and translation functions
- Views and windows

**Avoid repetitive typing**
- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- The computer's date and time

**Creating a table**
- Text input and moving around in a table
- Selecting and inserting rows and columns
- Deleting rows and columns
- Table styles
- Formatting cells
- Row height and column width
- Alignment in cells and table alignment
- Merging or splitting a table's cells
- Converting text to table, table to text
- Sorting a table, a list or paragraphs
- Calculations in a table

**Add graphic objects to your texts**
- Drawing an object
- Sizing/rotating/adjusting a drawing object
- Moving/copying a drawing object
- Formatting a drawing object
- Text in a drawing object/WordArt
- Formatting text in an object/WordArt
- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Captions and table of illustrations
- Document background
- Charts
- Inserting objects from other applications
- Diagrams

**Make letters - or mailshots – simple**
- Creating envelopes/address labels
- You need to know: The mail merge
- Mail merge: associating a list of recipients with a document
- Inserting mail merge fields
- Running a mail merge
- Editing the recipients
- Adding and deleting recipients
- Sorting a list of recipients
- Selecting the records to print
- Conditional text in a mail merge
- Preparing labels via the mail merge
- Fields for variable data

**Master themes, styles and templates**
- You need to know: Styles and templates
- Creating a style
- Using the Styles pane
- Modifying a style
- The Normal style
- Deleting a style
- Style sets
- Displaying formatting details
- Creating and customising a theme
- Creating and using a template
- Modifying and deleting templates
- Changing the template attached to a document
- Copying styles to other files

**Get started with long documents**
- Moving around in a long document
- Sections
- Using different headers and footers
- Managing automatic page breaks
- Footnotes/endnotes
- Managing footnotes/endnotes
- Title Hierarchy
- Outline view
- Table of contents

**Perfect your long documents**
- Bookmarks
- Cross references
- Hyperlinks
- Text in columns
- Master document
- Index
- Citations and bibliography

**Work as a team**
- Blog posts
- You need to know: Import, export and interoperability with Word
- Transfer, export: PDF, XPS, text, web page, e-mail
- Comments
- Tracking changes
- Managing tracked changes
- Merging and comparing documents
- Protecting a shared document
- Protecting a document with a password
- Finalising a document
- Digital signatures

**Find out more…**
- Drop caps
- Managing application preferences
- Statistics and document properties
- Macros
- Converting Word documents
- Creating a form
- Protecting and using a form
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Microsoft account, OneDrive and Office 365 SharePoint
- You need to know: Best practice with a word processor
- You need to know: Sharing a document

klubschule
école-club
scuola club

MIGROS

online
academy