

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 document

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

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