

Word Combined – 2 Days



Course Objectives

To learn the fundamentals of using Word. By the end of this course, students will be able to produce and store a document, access and retrieve data for editing and edit simple text to a required format and layout.

Prerequisites

It is recommended that students have basic experience with the underlying operating system, i.e. the ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exam

Following the Word Essentials and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Word Core**.

The Advanced Word course topics need to be completed to take the **Word Expert** exam.

Word Orientation

- Menus and Keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus

Working With A Document

- Navigating using Keyboard and Mouse
- Document Views
- Simple Editing
- Formatting Marks
- Previewing and Printing a Document
- Using Go To
- Performing a Word Count

Creating A Document

- Creating a Document
- Typing Text and Numbers
- Inserting a Date
- Spelling and Grammar Checking
- Saving Documents

Working With Text

- Techniques for Selecting Text
- Insert and Overtyping Modes
- Cutting, Copying and Pasting
- Find and Replace
- Using Undo and Redo
- Click and Type
- Drag & Drop
- Inserting Symbols

The Office Clipboard

- Understanding the Office Clipboard
- Configuring the Office Clipboard
- Collecting and Pasting using the Clipboard
- Concatenating to the Clipboard

Formatting Text

- Formatting Essentials
- Quick Alignment
- Instant Bullets and Numbers
- Indenting
- Using the Format Painter
- Line and Paragraph Spacing
- Widows and Orphans
- Revealing Text Formatting

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Working With Fonts

- Strikethrough
- Superscript and Subscript
- Changing Case
- Drop Capitals
- Applying Shadows to Text
- Applying Animated Text Effects

Working With Tabs

- Using Default Tabs
- Setting and Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs
- Removing Tabs

Borders and Shading

- Applying Borders
- Adjusting Border Styles and Weights
- Editing Borders
- Applying Quick Borders
- Applying Shading
- Applying a Page Border

Managing Documents

- Opening Multiple Documents
- Working with Multiple Documents
- Copying and Pasting Between Documents
- Renaming a Document

Working With The Page

- Page Margins
- Page Orientation and Paper Size
- Headers and Footers
- Formatting Headers and Footers
- Inserting Page Numbers
- Inserting Page Breaks

Customising Toolbars

- Understanding Toolbars
- Creating a New Toolbar
- Adding Tools to a Toolbar
- Deleting Tools and Toolbars

Sections

- Continuous and Next Page Section Breaks
- Controlling Odd and Even Section Breaks
- Deleting Section Breaks

Columns

- Creating Columns
- Specifying Column Settings
- Balancing Column Text
- Changing Column Widths
- Inserting and Deleting Column Breaks

Creating Tables

- Creating a Table
- Selecting in Tables
- Inserting and Deleting Columns and Rows
- Changing Column Widths
- Borders and Shading in a table
- AutoFormatting a Table

Table Features

- Creating a Table from Text
- Formulas and Calculations in Tables
- Sorting Table Data
- Merging and Splitting Cells
- Table Gridlines and Properties
- Changing Table Alignment
- Wrapping Text around a Table
- Changing Row Height and Column Widths
- Stretching and Dragging Tables
- Changing Text Direction
- Creating a Repeating Header Row

Drawing Tables

- Drawing a Table
- Evenly Spacing Table Lines
- Nesting a Table

Templates

- Understanding Templates
- Creating a Document based on a Template
- Creating and using a New Template
- Modifying a Template
- Tips for Developing Templates

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Using Word Automatics

- Creating and Using AutoText Entries
- Adding and Using AutoCorrect Entries
- AutoFormatting Text
- Adding AutoText to a Template

Using Styles

- Applying Existing Styles
- Create New Paragraph and Character Styles
- Manually and Automatically Modifying a Style
- Renaming and Deleting a Style

Working With Images

- Inserting Pictures and Images
- Inserting a Chart Image
- Duplicating, Moving and Resizing Images
- Deleting Images
- Working with Borders

Working With Drawings

- Creating and working with Drawing Objects
- Duplicating Drawing Objects
- Drawing Freehand
- Formatting and Colouring Objects
- Adding Text to a Drawing

Drawing Techniques

- Aligning and Distributing Drawing Objects
- Changing Drawing Grid Settings
- Rotating and Flipping
- Working with Layers
- Creative Fills, 3-D and Shadow Effects
- Grouping Drawing Objects
- Changing Text Direction in Drawing Objects

Text Boxes

- Creating and Formatting a Text Box
- Adjusting Borders, Shading and Layout
- Linking and Deleting Text Boxes
- Adjusting Text Box Margins

WordArt

- Creating, Editing, Moving & Resizing WordArt
- Using WordArt Tools
- Formatting WordArt