

This hands-on course is suitable for users who need to gain a good working knowledge of Word. Delegates will master the core skills required for creating and formatting a variety of documents

## Pre-requisites

To benefit fully from this course, delegates are expected to be confident users of the topics covered in the Word Core course

## Who Would Benefit

Regular users of Word . Especially, those who need to be able to utilise the further functionality of Word beyond simple correspondence.

**Duration:** One day

## Objectives

On completion of the course, delegates will be able to:

- Insert, format and manipulate tables in a document
- Create their own and template forms for use within the office
- Work with long documents
- Generate Table of Contents and Indexes
- Confidently apply Bookmarks, Footnotes and Endnotes
- Track Revisions on documents
- Create simple command stroke macros

**Course size:** Maximum 6 delegates

## Course Content

### Inserting Paragraph Formatting

Aligning Paragraphs · Using Click and Type to Align Text · Modifying Paragraph Spacing · Modifying Line Spacing

### Paragraphs Indents

Changing the Left and Right Indent · First Line & hanging indents · Fully Indented Paragraphs

### Using Styles

Applying Paragraph and Heading Styles · Creating a Paragraph or Heading Style · Editing an Existing Style · Deleting a Style

### Using Outline View

Creating an Outline · Working in Outline View · Collapsing/Expanding Outline Items · Displaying Outline Heading Levels · Moving an Outline Item

### Borders and Shading

Applying Borders and Shading to Text · Adding & Removing a Border to a Page and Table · Adding and Removing Shading ·

### Using Templates and Wizards

Selecting an Existing Template · Creating a Template · Modifying a Template · Deleting a Template · Creating a Memo · Creating a Fax

### Working with Tables

Creating a Table · Navigating · Inserting a Rows · Table AutoFormat · Hiding and Showing Gridlines · Using Draw Table · Converting Existing Text into a Table · Selecting the Entire Table · Inserting Rows and Columns · Merging Cells · Rotating Text · Changing Column Width and Row Height · Aligning Text · Distributing Rows and Columns Evenly · Splitting Cells · Deleting Columns and Rows · Converting a Table into Text · Placing Headings on All Pages · Tabs

### Inserting Dates and Symbols

Inserting the Date and Time · Inserting Special Characters

### Newspaper Columns

Creating · Navigating · Changing the Number of Columns · Changing Width and Spacing · Adding a Vertical Line between Columns · Balancing Column Length

### Section Breaks

Inserting a Next Page Break · Formatting a Section · Inserting a Continuous Break · Removing a Section Break

### Working with Headers and Footers

Creating Headers and Footers · Inserting the Current Page Number, Current Date · Creating a First Page Header/Footer · Setting the Starting Page Number

### Mail Merge

Simple Mail Merge – Word as a data Source · Simple Mail Merge – Excel as a Data Source · Mailing Labels

### Inserting Graphics

Inserting Clip Art, Pictures and WordArt Objects · Formatting Pictures and WordArt Objects · Using Advanced Layout Options · Watermarks

### Customizing Word Preferences

Changing the Default Font · Changing the Default Page Settings · Setting View Options · Setting Save Options · Modifying Default File Locations · Adding/Removing Toolbar Buttons · Customizing Word Preferences

### Find and Replace

Using Find · Using Replace · Finding Special Characters or a Format

### Using Word HTML Features

Saving Files in the HTML File Format · Using Hyperlink Automatic Formatting · Linking to a Page · Linking to a Location in a Page · Browsing Linked Pages and Locations · Editing a Hyperlink