

<p>INTRODUCTION</p> <p>Duration:1 Day</p> <p>Objective: To gain understanding of the potential of word. Be able to create a basic document apply formatting and print successfully</p> <p>Essential: Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key</p> <p>Learning Outcome In this course you will learn how to create basic Word documents and have a clear understanding of how to format efficiently.</p>	<p>Module 1 Getting Started What is word? Opening a File Getting to know the Environment Creating a New Document Navigating Help Tools Saving Open a Word template Create a Basic Word Template</p> <p>Module 2 Editing Different Cursors Selecting Text Delete Text Overtyping Cut, Copy, Paste Undo & Re Do</p>	<p>Module 3 Text Formatting Font Format Painter Superscript Subscript Change Case Strick through Clear all formatting Set font colour Set Defaults</p> <p>Module 4 Paragraph Formatting Line Spacing Alignment Paragraph Indenting Bullets & Numbering\ numbering Borders & Shading</p>	<p>Module 5 Printing Page Setup Insert Page Breaks Using Header & Footer Print Preview</p> <p>Module 6 Proofing Tools Spell check Grammar AutoCorrect Find & Replace; formatting, Case Dictation Read Aloud Learning Tools</p>
<p>INTERMEDIATE</p> <p>Duration:1 Day</p> <p>Objective: To expand existing word knowledge. Be able to create table, do a mail merge and save document as a web page.</p> <p>Essential: Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Word Introduction or equivalent.</p> <p>Learning Outcome By the end of the day you will be skilled in creating Tables, setting up a document for a News Letter style. You will be able to create a basic Mail Merge.</p>	<p>Module 1 Tables Creating tables Selecting cells Inserting Columns/Rows Deleting Columns/Rows Tables and Borders Toolbar Changing Column widths Formatting Borders and Shading Formulas Sorting data in a table Import Excel Tables</p> <p>Module 2 Mail Merge Creating a Data Source Creating a Mail Merge Doc Mailing Labels</p>	<p>Module 3 Tabs Setting Tabs Removing Tabs Setting a Leader tab</p> <p>Module 4 Importing Data Import Excel Files Import as a Link</p> <p>Module 5 Working with Columns Creating Columns Adjusting the width Setting Column Breaks Drop Cap Insert Comments</p>	<p>Module 6 Automated Features Quick Parts AutoText Insert Cover Pages Create a Cover page Insert Fields Creating Graphs Modifying Graphs Basic Headers and Footers Basic Page Numbering</p> <p>Module 7 Links Create Hyperlinks Modify Hyperlinks Insert Smart Art 3D Models Icons Using Screenshot</p>
<p>ADVANCED</p> <p>Duration:1 Day</p> <p>Objective: To work efficiently and effectively with large word documents.</p> <p>Essential: Have an Introduction/Intermediate or equivalent skill level.</p> <p>Learning Outcome You will have the skills to work with lengthy documents which have Styles and Table of Contents. You will be able to use various techniques to create Templates.</p>	<p>Module 1 Styles & Templates Apply Styles Modify Styles Create Styles Transfer Styles Use Existing Template Create a Template Modify a Template</p> <p>Module 2 Fields Insert Date Unlink a Field Fill in Fields Forms</p>	<p>Module 3 Mail Merge Create a Mail Merge Access as Data source Excel as Data source Insert Word Fields Filter Records Sort Records E-mail</p> <p>Module 4 Outlining Creating an Outline Modifying Working with Master documents Insert Sub Documents</p>	<p>Module 5 Table of Contents Create a TOC Modify a TOC Create Indexing Modify Indexing Creating Bookmarks Cross Reference</p> <p>Module 6 Macros Create a basic Macro View a Macro Code Assign macro to a Toolbar Customizing Toolbar</p>