



## Microsoft Word - Foundation

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**Overview:** This course will provide each participant with the skills to create, edit, format, preview and print documents and includes creation of a simple table.

**Learning Outcome:** Overview of Word program; Navigation and Selection; Font and Paragraph Formatting Essentials; Find and Replace; Page Layout; Spell Check; Preview and Print Documents; Cut, Copy and Paste Text; Formatting Shortcuts; Working with Tables; Getting Help..

**Prerequisite:** General understanding of computers and the Windows operating system.

**Target Audience:** People with little or no knowledge of Microsoft Word. It is also recommended to self taught people to give them a thorough grounding in the program and a knowledge of time saving techniques and shortcuts.

### Course Content

#### Orientation

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The Word screen  
Understand and use the Ribbon  
Title Bar, Scroll Bars and Status Bar  
Windows controls (Maximize, Minimize, Restore)  
The Quick Access Toolbar

#### Navigate within a Document

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Open a document  
Navigate with the keyboard  
Navigate with the mouse  
Use the Go To feature  
Browse by object  
Find words and phrases

#### Select Text in a Document

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Mouse selection techniques  
Keyboard selection techniques  
Multiple selection techniques

#### Create a New Document

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Create a new blank document  
Save the document  
Insert and delete text  
Insert the date  
Use the Show/Hide button  
Use Undo and Redo  
Use overtype mode  
Create a document based on a template

#### Working with Tables

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Create a table  
Add text to a table  
Navigation and selection in a table  
Change column widths  
Insert and delete columns and rows  
Use table styles to format a table  
Use the Quick Tables feature

#### Font Formatting Essentials

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Change font and size  
Use bold, italic and underline  
Use colours

#### Paragraph Formatting Essentials

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Change alignment  
Change spacing  
Apply and remove numbering  
Apply and remove bullets  
Increase and decrease indents  
Set and remove tabs

#### Find and Replace

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Find text in a document  
Find and replace text in a document

#### Page Layout

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Change paper size  
Set page margins  
Change page orientation  
Insert and remove a page break

#### Preview Print a Document

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Use Print Preview  
Quick printing  
Add Print icon to Quick Access Toolbar  
Print a selection or current page

#### Working with Text

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Cut, copy and paste text  
Use the Clipboard to collect text  
Move text by dragging  
Copy text by dragging  
Insert a symbol.

#### Formatting Shortcuts

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Change case  
Repeat formatting  
Copy, paste, undo and centring keystrokes  
Clear font and paragraph formatting  
Use the Format Painter  
Use Quick Styles and Live Preview

#### Get Help

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Use online help  
Use offline help  
Remove borders from a table

#### Check Spelling and Grammar

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Check spelling and grammar  
Change proofing options



## Microsoft Word - Intermediate

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### Overview:

This course will extend the participant's basic knowledge of Word and provide skills to more effectively produce and edit documents and create more complex long documents and templates using styles to ensure consistency within a document.

### Learning Outcome:

More Complex Paragraph Formatting, Tabs, Sections Breaks, Headers and Footers, Custom Bullets and Numbering, Complex Tables, Mail Merge, Building Blocks, SmartArt Diagrams, Create Columns; Create, Use and Manage Styles; Create and Manage Templates, Page Techniques; Complex Headers and Footers; Create Table of Contents

### Prerequisite:

Attendance on a Microsoft Word Foundation training course or thorough knowledge of topics outlined in the Foundation course, particularly basic formatting and editing.

### Target Audience:

People with general working knowledge of Microsoft Word that need to create complex documents with sections, headings, table of contents, and headers and footers for consistent documentation.

## Course Content

### More Complex Paragraph Formatting

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Indenting techniques  
Understand and control pagination  
Keep paragraphs and lines together  
Manage hyphenation  
Create and use Drop Caps

### More on Tabs

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Set default tabs  
Tab alignment choices  
Set tab leaders  
Clear tabs

### Custom Bullets and Numbering

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Use the Bullet and Numbering Library  
Define a new bullet or numbering format  
Modify a bullet or number format  
Set the number value  
Change a list level

### Section Breaks

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Understand sections  
Insert a Next Page section break  
Insert a Continuous section break  
Control odd and even section breaks

### Headers and Footers

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Create, format headers and footers  
Change first page headers and footers  
Create section headers  
Create different headers and footers in sections  
Manage page numbering in sections  
Add fields to headers and footers

### More Complex Tables

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Create a table from text or text from a table  
Repeat header rows  
Change text direction  
Create and use tabs in tables  
Sort table data  
Calculate in tables  
Merge and split table cells  
Manage table and cell alignment and properties

### Mail Merge

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Use the Step by Step Mail Merge Wizard  
Create or select the starting document  
Select or create a recipient list  
Preview and perform the merge  
Print a label or envelope  
Create mailing labels

### Add a Table of Contents

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Create a table of contents using heading styles  
Add text for inclusion in a table of contents  
Update entire table of contents  
Update page numbering only  
Change and manage TOC styles  
Navigate by using the table of contents.

### Manage Styles

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Use the Style pane  
Modify and update a style  
Use the Style Inspector  
Copy styles to another document or template  
Apply copied styles

### Work with Images

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Insert pictures and Clip Art  
Resize an image using the Ribbon or mouse  
Format an image  
Move, change and delete an image  
Apply styles to an image  
Crop an image  
Compress a picture

### Building Blocks

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Building Blocks and Quick Parts explained  
Create Quick Parts  
Save Building Blocks  
Use the Building Blocks Organiser  
Use, edit and delete Quick Parts  
AutoText versus Quick Parts

### Create SmartArt Diagrams

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Insert a SmartArt diagram  
Add and edit text  
Resize and move a SmartArt diagram  
Use the Design and Format tabs to change layout, colours and styles

### Templates

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Understand templates  
Use an installed template  
Create, save and use a template  
Insert the current date  
Lock and unlock a date field  
Modify a template  
Copy styles between templates  
Tips for develop template