Introduction to Word

Length: 1 Day
Format: Instructor-Led, Classroom
Prerequisites: An understanding of windows and the ability to use a mouse.

Objectives

- Exploring Word
- Developing Basic Skills
- Formatting the document
- Printing the document
- Using Bullets and Numbers
- Setting Tabs
- Working with AutoCorrect

Course Outline

Exploring Word

- Exploring the Word window
- Using tabs, ribbons and groups
- Working with the Quick Access Toolbar
- Making Word 2007 work with previous versions

Developing Basic Skills

- Moving the Insertion Point using the key-board and the mouse
- Entering and editing text
- Selecting text
- Understanding word wrap
- Saving a new document
- Resaving a document
- Closing a document
- Creating a new document
- Using Undo and Redo
- Moving text or copying text using the mouse
- Moving or copying text using the Clip Board
- Copying text between documents
- Working with line spacing

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Formatting the Document

- Bolding, underlining, and italicizing text
- Changing the font and font size
- Aligning text left, center, and right
- Indenting text from the margins
- Using the Format Painter

Printing the Document

- Previewing the document
- Adding an Envelope to a letter

Using Bullets and Numbers

- Adding numbers or bullets to a list
- Typing a numbered or bulleted list
- Adding items to a numbered or bulleted list
- Removing items from a numbered or bulleted list
- Changing the bullet style
- Removing numbers or bullets from a list

Setting Tabs

- Using preset tab stops
- Setting a tab stop
- Deleting a tab stop
- Moving a tab stop

Working with AutoCorrect

- Understanding AutoCorrect Options
- Creating an AutoCorrect Entry

What Comes Next

Intermediate Word
Advanced Word
PowerPoint

Note :

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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Intermediate Word

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of windows and the ability to use a mouse. Introduction to Word or equivalent knowledge.

Objectives

- Beyond Basic Formatting
- Working with Borders and Shading
- Working with Quick Styles
- Working with Building Blocks
- Creating and Using Quick Parts
- Using Find and Replace
- Working with Basic Headers and Footers
- Working with Tables
- Adding formulas to a Table
- Pasting an Excel Worksheet into Word
- Working with Mail Merge

Course Outline

Beyond Basic Formatting

- Exploring character formatting
- Working with paragraph spacing
- Understanding paragraph indents
- Changing case
- Inserting and removing page breaks

Working with Quick Styles

Working with Building Blocks and Quick Parts

- Using predefine Building Blocks
- Understanding the difference between Building Blocks and Quick Parts
- Using Building Block Galleries
- Creating and saving a Quick Part
- Inserting a Quick Part
- Deleting a Quick Part

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Using Find and Replace

- Using Find and Using Replace
- Understanding Find options
- Understanding Replace options
- Finding/replacing formatting

Working with Basic Headers and Footers

Working with Tables

- Inserting a table
- Entering data into a table
- Applying formatting
- Repeating a heading row
- Adding borders and shading
- Using tabs within a table
- Adding columns and rows
- Deleting columns and rows
- Merging and splitting cells
- Changing column width
- Changing row height
- Converting text into a table
- Wrapping text around a table
- Adding a Formula to a table

Pasting and Linking

- Excel Worksheets into Word

Working with Mail Merge

- Creating a main document
- Creating a data source
- Entering records into the data source
- Adding fields to the main document
- Viewing the merged data
- Merging to a new document
- Merging to the Printer

What Comes Next

Advanced Word
PowerPoint

Note :

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Advanced Word

Length: 1 Day
Format: Instructor-Led, Classroom
Prerequisites: An understanding of windows and the ability to use a mouse. Introduction and Intermediate Word or equivalent knowledge.

Objectives

Upon successful completion of this course, these topics have been covered :

- Working with Styles
- Working with Long Documents
- Working with Templates
- Working with Forms

Course Outline

Working with Styles

- Understanding the Concept of Styles
- Applying a Character Style
- Applying the Paragraph Style
- Working with the List Para Style
- Working with Table Styles
- Modifying a Style
- Making Styles Updates Automatically
- Understanding Linked Styles
- Working with Style Sets

Working with Long Documents

- Adding a Cover Page
- Adding a Table of Contents
- Working with Page Break
- Working with Headers and Footers
- Adding a Watermark
- Working with Themes

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Working with Templates

- Using Templates Supplied by Microsoft
- Creating a Template Based upon a Template
- Editing a Template
- Creating a Template from an Already-Created Document
- Using a Template

Working with Forms

- Adding the Developer Tab to the Ribbon
- Adding Content Controls to a Form
- Using the Drop-Down List Content Control Property
- Adding a Date Picker Content Control Property
- Using a Template with Content Controls

What Comes Next

PowerPoint

Note :

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