

Introduction, 1 Day

Course Description

This course is intended for the beginner, or for the user who knows how to do the basics but thinks there must be an easier or faster way to get the job done. The objective is to prepare the student to create and format letters, memos, faxes, and most standard business documents.

Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with Word is necessary.

Topics Covered

Editing Text

Moving The Cursor (Short Cuts)
Adding And Deleting Text
Replacing Text
Selecting Text (Short Cuts)
Selecting Vertical Blocks Of Text
Using Undo And Redo
Changing Views And Zoom

Move And Copy Text

Drag & Drop
Paragraph Move
Clipboard Cut, Copy, & Paste
Move And Copy Text Between Documents

Fonts & Attributes

Changing Case – UPPER, lower, Mixed
Changing Type Styles For Some Or All Of A Document
Sizing Text
Setting Default Font
Bold, Italic, All Underlining Options
Superscript And Subscript
Hidden Text

Paragraph Options

Left, Centre, Right, & Justify
Line Spacing
Indents – First Line, Both Sides, Hanging
Setting Tabs
. Dot Leader Tabs
Using The Ruler For Tabs And Indents (Short Cuts)

Page Setup

Margins
Paper Size
Paper Orientation
Paper Trays
Page Breaks, Manual And Automatic

Spell Check

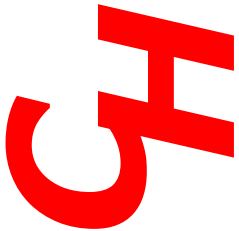
Checking All Or Part Of A Document
Adding Words To The Custom Dictionary
AutoCorrecting Words

Save, Open, Close, And New

Saving For The First Time
Saving To A Different Name Or Location
Open A File
Working With Several Documents At Once
Exiting Word

Print & Print Preview

Printing Options
Number Of Copies, Pages, Etc.
Preview Options



Intermediate Level 1, 1 Day

Course Description

This course focuses on formatting documents in Word. Once you've learned the basics you're ready to understand how formatting works in Word. An absolutely essential component in Word is called 'Section Breaks'. During this class you will learn about Section Breaks and all formatting that uses Section Breaks.

Prerequisites

Word Introduction or equivalent knowledge. Note: this course can be taken before or after taking Intermediate Level 2. No topics from either Intermediate course are required to take the other Intermediate course.

Topics Covered

Brief Review of Editing and Formatting Text

- Typing Text
- Moving Through Text
- Browse Object Button
- Selecting Text
- The Click-Shift-Click Trick
- Editing Text
- Undo and Redo
- Fonts and Alignment

Section Breaks

- The Importance of Section Breaks
- Defining Document Sections
- Formatting Document Sections
- Removing Section Breaks
- Inserting Section Breaks
- Changing the Layout of a Section
- Removing Section Breaks
- Navigating Sections
- Changing the Type of Section Break
- Continuous Section Breaks
- Protecting a Section - What is It?
- Page Setup Summary

Headers and Footers

- Header/Footer Toolbar
- Creating and Editing
- Page Numbering Options
- Inserting Dates
- Page Numbering
- Different Odd and Even
- Different First Page
- Numbering the Second Page as Page 1

Headers and Footers and Section Breaks

- Different Headers and/or Footers
- From Edge
- Total Section Pages

Newspaper Columns

- Creating
- Viewing
- Using Columns with Section Breaks
- Moving Between Columns
- Column Breaks

Additional Topics

- Footnotes
- Vertical Alignment
- Page Borders

Intermediate Level 2, 1 Day

Course Description

This course demonstrates Word features which can be used to create more sophisticated documents. Many of the topics will help to speed up repetitive tasks, allowing students to become more efficient.

Prerequisites

Word Introduction or equivalent knowledge. Note: this course can be taken before or after taking Intermediate Level 1. No topics from either Intermediate course are required to take the other Intermediate course.

Topics Covered

Envelopes and Labels

- Creating Custom Envelopes
- Custom Labels

Adding Borders and Shading

- Using Tables and Border Toolbar
- Creating a Custom Border
- Shading
- Page Border

Find & Replace

- Finding Text
- Match Case
- Using Pattern Matching
- Using Sounds Like
- Using Replace
- Replacing Some or All Items
- Replacing Non Formatted Text With Formatted

Customize Toolbars

- Picking Toolbars
- Creating your own Toolbar
- Customizing Toolbar Icons
- Deleting/Resetting a Toolbar
- Some Useful Icons

Graphics

- Inserting Pictures
- Changing Size and Shape of Pictures
- Text Wrapping Options
- Format Picture Toolbar Options
- Positioning Pictures w/Text
- Drawing Tools (Lines, Squares, Circles, AutoShapes)

WordArt

- Creating WordArt
- Formatting WordArt

Bullets & Numbered Lists

- Left Margin Bullets
- Indented Bullets
- Numbered Lists
- Multi-Level Numbered Lists
- Outline Numbering (Legal)

AutoCorrect

- Adding Entries
- Exceptions
- Using AutoCorrect for Symbols & Graphics

AutoText

- Using AutoText to Create Abbreviations

Special Tricks

- Format Painter to Copy Text
- Drop Caps
- Sorting Text
- Inserting Dates
- Using the Thesaurus
- AutoFormat As-You-Type
- Inserting Symbols - É © £ J^a H

Tables & Merge, 1 Day

Course Description

This course looks at two very powerful features in Word: Tables and Merge. Each topic is covered extensively during this one day course. You will leave with a complete understanding of creating basic and advanced tables, as well knowing exactly what the merge feature is capable of doing.

Prerequisites

Word Introduction or equivalent knowledge. It is *not* necessary to take the Intermediate course before this course.

Topics Covered

Tables

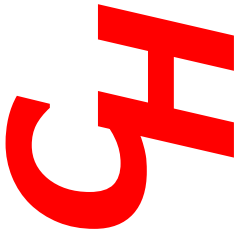
- Inserting A Table And Drawing A Table
- Moving Cursor Within A Table
- Entering Data
- Selecting Within A Table (Short Cuts)
- Adding Lines Before A Table
- Adding And Deleting Columns/Rows
- Setting Row Height
- Adjusting Column Width
- Adjusting Spacing Between Columns
- Moving Columns And Rows
- Using AutoFormat
- Merging & Splitting Cells
- Splitting A Table
- Setting Headings
- Adding Formulas
- Converting a Table to Text

Borders & Shading

- Adding to Tables
- Adding To Paragraphs
- Adding To Pages
- As Part Of Header & Footer

Mail Merge (Mass Mailing)

- Setting up the Data Source
- Creating a Main Document
- Basic Merging
- Setting Filters (Query Options)
- Creating Label Merges
- Creating Letter Merges
- Creating Envelope Merges
- Using the Merge Toolbar
- Using Merge Fields
- Merging with Access or Excel



Advanced, 1 Day

Course Description

This course covers the more sophisticated options of Word, allowing the user to create and customize documents to produce high-level desktop-publishing quality documents.

Prerequisites

Word Intermediate or equivalent knowledge. It is *not* necessary to take the Tables & Merge course before this course.

Topics Covered

Fields

- Using Bookmarks
- Page References (See Page N, For Example)
- Inserting Date Fields
- Inserting Time, Author, Filename, Path
- Updating Fields

Styles

- Creating a Style for Fast Formatting
- Modifying Styles
- Using Multiple Styles in a Document
- Pre-Made Styles
- AutoFormat a Document

Merge Documents

- Combining documents
- Tracking changes
- Comparing versions of a file

Inserting Other Objects

- Inserting Files in Documents
- Linking

Document Map

- Splitting a Document
- Displaying a document map
- Using the Map to Navigate Large Documents

Table of Contents

- Tagging Items for a Table of Contents
- Creating the Table of Contents
- Designing a Table of Contents
- Altering Styles in a Table of Contents
- Updating a Table of Contents

Advanced Outline

- Legal Outline Numbering
- Customizing Outline Levels

Forms

- Form Fields; Text, Check Box, Drop Down
- Designing a Form
- Protecting a Form
- Filling In the Form

Templates

- Creating a Template
- Saving a Template for Future Use
- Editing a Template

Customizing Word

- Tools, Options
- Menu Animations

Macros

- Recording, Saving
- Editing Macros (Basic)
- Assigning To Toolbar