Microsoft Word
Level 1

Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft Office Word courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective

You will create, edit, and enhance standard business documents using Microsoft Office Word .

Pre-Requisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Microsoft Windows 7 or Microsoft Windows 10.

Module 1 - Creating and Editing Documents

- Starting Documents
- Starting Word
- Identifying Components of the Word Screen
- The Word Ribbon
- Creating and Opening Documents
- Moving the Insertion/Cursor Point
- Building and Editing Documents
- Selecting Text
- Replacing and Deleting Blocks of Text
- Moving and Copying Text
- Modifying Page Breaks
- Finishing Documents
- Previewing Documents
- Printing Documents
- Closing Documents

Module 2 - Formatting Text & Printing a Document

- Enhancing Text
- Applying Text Formatting Effects
- Removing Text Formatting
- Information Rights Management
- Using Undo and Redo
- Using the Repeat Command to Apply Formatting
- Viewing and Copying Formatting
- Using Format Painter
- Using Bullets and Numbers
- Applying Bullets and Numbers as You Type

Module 3 - Formatting Documents

- Formatting Paragraphs
- Changing Line or Paragraph Spacing
- The Ruler
- Indenting Paragraphs

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- Setting Tabs Using the Tabs Dialog Box
- Setting Tabs Using the Ruler
- Formatting Pages and Sections
- Setting Margins
- Inserting Page Numbers
- Inserting and Deleting Section Breaks
- Using the Go To Command
- Applying Page Setup Formatting to Sections
- Changing a Section's Page Numbering

Module 4 - Using Advanced Page Setup Techniques

- Using Headers and Footers
- Creating Alternating Headers or Footers
- Creating Section Headers or Footers
- Using Styles and Templates
- Managing the Quick Style Gallery
- Templates
- Using Templates to Create Documents
- Generating Envelopes and Labels
- Creating Labels

Microsoft Word
Level 2

Course Description
In the first course in this series, Microsoft Office Word : Level 1, you gained all the basic skills that you need to create a wide range of standardised business documents. If you use Microsoft Word on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customise and automate the way Microsoft Word works for you. You can also improve the quality of your work by enhancing your documents with customised Microsoft Word elements. In this course, you will create complex documents in Microsoft Word by adding components such as, customised lists, tables, charts, and graphics. You will also create personalised Microsoft Word efficiency tools.

Course Objective
You will create complex documents in Microsoft Office Word documents and build personalised efficiency tools in Microsoft Word .

Pre-Requisites
Students should be able to use Microsoft Word to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Students can obtain this level of skill by taking the following course: Microsoft Word Level 1

Module 1 - Reviewing Documents

- Find and Replace Text
- Using Autocorrect Options
- Using Quick Part Building Blocks
- Creating Building Blocks
- Deleting Building Blocks
- Renumber a List
- Creating a Multilevel Number Lists
- Working with Comments

Module 2 - Using Tables

- Creating Tables
- Inserting Rows and Columns
- Formatting a Table
- Converting Text to a Table
- Modifying a table
- Performing Calculations in a Table
- Sorting Table Data

Module 3 - Controlling Text Flow

- Controlling Paragraphs
- Using Section Breaks
- Creating Columns
- Creating a Drop Caps

Module 4 - Formatting with Styles and Themes

- Applying Styles
- Customising Styles
- Customising Number and Table Styles

Module 5 - Managing Graphics

- Working with Pictures
- Changing a Picture's contrast
- Wrapping Text around a Picture
- Drawing Shapes
- Using SmartArt Graphics

Module 6 - Mail Merge

- Creating a Letter Mail Merge
- Creating Envelopes and Labels Mail Merge

Microsoft Word
Level 3

Course Description
You know to use Microsoft Office Word to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

Course Objective
You will create, manage, revise, and distribute long documents.

Pre-Requisites
Students should be able to use Microsoft Office Word to create, edit, format, save, and print business documents that contain text, tables, and graphics. To ensure success, you need to first take the following courses or have equivalent knowledge: Microsoft Office Word Level 1 and Microsoft Office Word Level 2.

Module 1 - Working with Other Applications

- Linking to Data in Excel
- Linking Excel Data to a Chart
- Exporting an Outline to PowerPoint
- Sending Email from Word

Module 2 - Document Reviewing

- Document Properties
- Reviewing a Document
- Compare Changes to Documents
- Merge Document Changes
- Reviewing Changes

Module 3 - Creating References

- Using Bookmarks
- Using Footnotes and Endnotes
- Inserting Captions
- Adding Hyperlinks to a document
- Creating Cross-References
- Creating Citations and a Bibliography

Module 4 - Managing Multiple Page Documents

- Creating a Front Page
- Creating an Index
- Creating a Table of Figures
- Creating a Table of Authorities
- Creating a Table of Contents
- Creating a Master Document
- Summarise a Document

Module 5 - Document Security

- Hiding Text
- Removing Personal Information
- Adding Digital Signatures
- Using Passwords
- Restricting Access to Documents

Module 5 - Introduction to Macros

- Creating a Macro
- Running a Macro