

## Word

### Word Level 1

Aimed at the novice user who needs to know the basics of word processing & text formatting

### Word Level 2

Aimed at anyone who is familiar with the essentials of word processing & needs to use Styles, Templates & Tables

### Word Level 3

Aimed at the experienced user who needs to create easy Proposals & Reports with Styles, Columns, Macros & Fields

### VBA for Word

Aimed at anyone who wants to create & edit Macros & use VBA to create Functions, Custom Forms & more!

## Microsoft Word 2010 Level 2 – Working Smarter with MS Words Styles, Templates and Tables

### General Description

This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, tab, lists, merging, section breaks, templates, and working with pictures and illustrations.

### Outcomes

At the completion of this course participants will be able to:

- modify Word options
- create a new document
- find the information you need in Help
- work with a document
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tables
- print a document.

### Course Details

Duration: 1 day

Starting time: 9am

Finishing time: 4.30pm



 **1300 86 87246**

**1300 TO TRAIN**

### Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

# Course Outline

## ➤ **Setting Word Options**

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options

## ➤ **Navigation Pane**

- Navigating Documents
- Viewing Headings
- Editing Headings
- Adding Headings
- Moving Headings

## ➤ **Multiple Documents**

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Resetting The Window Position

## ➤ **Formatting Techniques**

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows And Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting A Page Break
- Applying Hyphenation To Text
- Hiding Text
- Inserting A Drop Cap
- Understanding Returns
- Inserting Hard And Soft Returns
- Removing Returns
- Revealing Formatting

## ➤ **Tabs**

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Setting Tabs In The Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs

## ➤ **Lists**

- Understanding Lists
- Applying Bullets
- Defining A Bullet
- Modifying A Bullet
- Applying Numbering
- Defining A Number Format
- Renumbering A List
- Understanding Multilevel Lists
- Applying A Multilevel List
- Promoting And Demoting List Items
- Defining A Multilevel List
- Creating A Multilevel List Style
- Modifying A Multilevel List Style

## ➤ **Table Features**

- Creating A Table From Text
- Aligning Data In Cells
- Inserting Formulas Into A Table
- Updating Formulas In A Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Displaying Table Gridlines
- Understanding Table Properties
- Aligning Tables
- Changing The Direction Of Text
- Repeating Heading Rows
- Converting A Table To Text

## ➤ **Building Blocks**

- Understanding Building Blocks
- Inserting A Building Block
- Creating Building Blocks
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks
- Saving Building Blocks To A Template
- AutoText Versus Quick Parts

## ➤ **Styles**

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles

## ➤ **Themes**

- Understanding Themes
- Applying A Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Saving A Custom Theme
- Downloading And Installing A Theme
- Applying A Theme To A Template
- Resetting A Theme

## ➤ **Templates**

- Understanding Templates
- Using A Sample Template
- Downloading An Online Template
- Creating A Template
- Modifying A Template Using A Custom Template
- Attaching A Template To A Document
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates

## ➤ **Section Breaks**

- Understanding Section Breaks
- Inserting A Next Page Break
- Inserting A Continuous Section Break
- Inserting An Even Page Section Break
- Inserting An Odd Page Section Break

## ➤ **Headers And Footers**

- Understanding Headers And Footers
- Inserting Headers And Footers
- Inserting A Blank Header
- Inserting A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Inserting Page Numbering
- Inserting Date Information
- Inserting Document Information
- Formatting Header And Footer Text

# Course Outline

## ➤ Mail Merging

- Understanding Mail Merging
- Understanding Mail Merge
- Terminology
- The Mail Merge Wizard Process
- Selecting The Starting Document
- Selecting A Recipient List
- Inserting Merge Fields
- Previewing The Merged Documents
- Completing The Merge

## ➤ WordArt

- Understanding WordArt
- Applying WordArt
- Positioning WordArt
- Editing WordArt Text
- Formatting WordArt Text
- Applying Text Effects
- Deleting WordArt

## ➤ Pictures

- Understanding Pictures
- Inserting A Picture
- Changing The Picture
- Removing A Picture Background
- Correcting Pictures
- Changing Picture Colouring
- Applying Artistic Effects
- Changing Picture Styles
- Changing Picture Effects
- Repositioning Pictures
- The Picture Format Short Cut Menu
- Changing The Picture Layout

## ➤ Drawing And Illustrating

- Understanding Illustrations
- Inserting Clip Art
- Modifying Clip Art
- Inserting Shapes
- Modifying Shapes
- Inserting Text Into A Shape
- Custom Text Wrapping
- Finding And Selecting Shapes
- Using A Canvas
- Inserting Screen Shots
- Inserting A Screen Clip
- Understanding SmartArt
- Creating A SmartArt Image
- Adding Text To SmartArt
- Changing The SmartArt Style
- Changing Colours In A SmartArt Image
- Changing A SmartArt Layout
- Adding More Shapes To SmartArt
- Resizing SmartArt