

MICROSOFT WORD INTRODUCTION (LEVEL 1)	
This course is a one day introduction for new users. Prerequisite: Introduction to Microsoft Windows	
INTRODUCTION	
Access Word	
Exit Word	
THE MICROSOFT WORD WINDOW	
The Microsoft Word Document Window	
Mini Toolbar	
Quick Menus	
DOCUMENTS	
Create A New Document	
Open An Existing Document	
Close A Document	
Save A Document	
Delete A Document	
MOVING AROUND A DOCUMENT	
Go To	
WORKING WITH TEXT	
Selecting Text	
Insert Text	
Delete Text	
Delete Selected Text	
Undo	
Redo	
Section 1: Exercises	
FORMATTING	
Align Text	
Indent A Paragraph	
Format Text	
Bold	
Italic	
Underline	
Font And Font Size	
Text Colour	
Section 3 : Exercises	
COPY TEXT	
MOVE TEXT	
Section 3 : Exercises	
DOCUMENT MANAGEMENT	
Spell Check Text	
Autocorrect	
Case Conversion	
Hard Space	
Symbols	
Page Breaks	

Page Layout	
Paper Size	
Margins	
Page Orientation	
Views	
Zoom	
PRINTING	
Print Preview	
Print	
Print Multiple Pages	
Print Selected Text	
Section 4: Exercises	
PARAGRAPH FORMATTING	
Line Spacing	
Paragraph Spacing	
Paragraph Numbering	
Paragraph Bullets	
Removing Paragraph Format	
FILE MANAGEMENT	
View Files	
Delete A Document	
HELP	
Using Word Help	
APPENDIX	
Tables	
Final Exercises	
Examples	

MICROSOFT WORD INTERMEDIATE (LEVEL 2)	
This course is a one day Intermediate course. Prerequisite: Introduction to Microsoft Word	
TEMPLATES	
Create A Document Using Microsoft Templates	
Create Your Own Template	
Create A Document From Your Template	
TABLES	
Inserting A Table	
Drawing A Table	
Table Styles	
Table Style Options	
Placement Of A Table	
Selecting Parts Of A Table	
Insert A Row/Column	
Delete A Row/Column	
Change A Column Width	
Align Text In A Table	
Change The Appearance Of Text In A Table	
Table Lines/Borders	
Removing Gridlines	
Splitting Cells	
Merging Cells	
Splitting A Table	
Copy Paste Special	
LINKING	
EMBEDDING	
FORMATTING TEXT	
Tabs	
Highlighter	
Format Painter	
Styles	
Applying Microsoft Word Styles	
FORMATTING PARAGRAPHS	
Paragraph Numbering	
Insert Paragraph Spacing	
Removing Paragraph Format	
Multilevel Numbering	
Modifying Number Formats	



DOCUMENT MANAGEMENT	
Page Numbering	
Headers And Footers	
Section Breaks	
Find Text	
Replace Text	
Hard Space	
Columns	
GRAPHICS	
Inserting Clip Art	
Insert A Picture From File	
Word Art	
Drawing An Object	
Text Box	
FORMATIVE ASSESSMENTS	

MICROSOFT WORD ADVANCED (LEVEL 3)	
The Advanced Microsoft Word course is a one day course. Prerequisite – Participants should have attended a Microsoft Word Intermediate Course prior to attending this course.	
PARAGRAPH FORMATTING	
Multilevel Numbering	
Numbering Paragraphs As You Type	
Numbering Existing Paragraphs	
Restart Paragraph Numbering	
Modifying Number Formats	
Define A New List Style	
Bullets	
Change The Bullet Format	
Multilevel Bullets	
Modifying Multilevel Bullets	
Paragraph Spacing	
Remove Paragraph Formats	
ASSESSMENT 1	
ASSESSMENT 2	
ASSESSMENT 3	
HEADING NUMBERING	
Insert Heading Numbering As You Type	
Insert Heading Numbering On Existing Text	
ASSESSMENT 4	
STYLES	
Applying Microsoft Word Styles	
Style Sets	
Colour Themes	
Font Themes	
Applying Individual Styles Using The Ribbon	
Creating Styles	
Rename A Style	
Modify Styles	
Update Style From Existing Format	
Applying Styles To Other Documents	
ASSESSMENT	
TABLES	
Placement Of A Table	
Breaking A Table Across Pages	
Table Headings	
Splitting A Table	
Joining A Split Table	
Converting Text To Table / Table To Text	
Converting Text To Table	
Convert Table To Text	

Numbering Rows And Columns	
Numbering Rows	
Numbering Columns	
Sorting Information In Tables	
FORMULA	
Adding A Column/Row Of Numbers	
Using Average	
Updating Formula3	
Insert A Spreadsheet	
Placement Of An Excel Worksheet	
ASSESSMENT 6	
ASSESSMENT 7	
MAIL MERGE	
Mail Merge A Letter	
Create The Standard Document	
Create Recipients List	
Insert Merge Fields	
Merge Document	
Sorting Recipients List	
Sort Recipients List	
Filtering Merge Documents	
Merging Data With Labels	
Merging Data With Envelopes	
Email Messages	
ASSESSMENT 8	
MACROS	
Record A Macro	
Run A Macro	
Assigning A Macro To A Keystroke	
Assigning A Macro To A Keystroke When Recording The Macro	
Assigning A Macro To The Keystroke After It Has Been Recorded	
Assigning A Macro To The Quick Access Toolbar	
Assigning A Macro To A Tool When Recording The Macro	
Assigning A Macro To The Toolbar Once It Has Been Recorded	
Edit A Macro	
Deleting Macros	
Quick Access Toolbars	
Customise The Quick Access Toolbars	
Reset The Quick Access Toolbars	
ASSESSMENT 9	