

MICROSOFT WORD – LEVEL 2

DURATION:

Approx. 1 Day (6 hours)

OVERVIEW:

This course will increase your expertise with the advanced functions of Word. You learn quick ways to create and manage lists, tables (simple and complex), modify pictures, control text flow, work with and manage styles and templates, and perform mail merge operations.

OUTLINE:

LESSON 1: MANAGING LISTS

This lesson covers sorting lists of text and creating Outline Numbering (i.e. 1.1, 1.2, 1.3 numbering of lists).

- Sort a List
- Restart a List
- Create an Outline Numbered List
- Customise List Appearance

LESSON 2: CUSTOMISING TABLES AND CHARTS

This lesson explains how to Sort and create complex tables in Word, including how to perform simple calculations (e.g. total up a column of numbers). Create a graph or chart from your table to visually represent your data.

- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading
- Perform Calculations in a Table
- Create a Chart from a Word Table and modify a chart

LESSON 3: CUSTOMISING FORMATTING

This lesson focuses on controlling the behaviour of text when you insert extra pages. Change the spacing between your text and discover additional text effects.

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

LESSON 4: WORKING WITH CUSTOM STYLES

This lesson will increase your knowledge of Styles and how to use them to make formatting and managing formatting quick and easy. Create your own Styles, modify existing Styles and learn how to copy Styles into other documents.

- Create a Character or Paragraph Style
- Modify an Existing Style
- Create a List Style
- Create a Table Style

See the next page for additional topics...

LESSON 5: MODIFYING PICTURES

This lesson covers simple ways to improve the look of your images and pictures. Also learn ways to wrap text around your images.

- Set Picture Contrast or Brightness
- Crop a Picture
- Wrap Text Around a Picture

LESSON 6: CREATING CUSTOMISED GRAPHIC ELEMENTS

This lesson shows how to insert Shapes, Lines, Text Boxes, Organisation Charts, Fancy Text and other elements to your document.

- Draw Shapes and Lines
- Insert WordArt
- Insert Text Boxes
- Create Diagrams

LESSON 7: CONTROLLING TEXT FLOW

This lesson explains Page and Section Breaks and how they affect page numbers and other page formatting. Also learn to create newspaper-like columns of your text.

- Insert Section Breaks
- Insert Columns

LESSON 8: TEMPLATES

This lesson covers the use and creation of your own Templates to speed the creation of documents.

- Create and Use a Template

LESSON 9: PERFORMING MAIL MERGES

This lesson demonstrates how to send a standard form letter to a group of recipients.

- The Mail Merge Process
- Perform a Merge
- Merge Envelopes and Labels

LESSON 10: SHARING AND COLLABORATION

This lesson demonstrates how to share documents and work together on documents stored in OneDrive or SharePoint.

- Sharing Documents
- Realtime Collaboration with others