WORD

SOFTWARE SKILLS
TRAINING

COURSE OVERVIEW

You will learn how to:

- Use formatting techniques

- Structure document layout

- Insert objects into documents

- Create and format a table

- Use tabs

- Use mail merge

- Document accuracy

- Produce professionally presented documents

Level: 2

Duration: 3 hours

Formatting Techniques
- Using format painter.
- Using superscript, subscript and strikethrough.
- Using text effects and highlights.
- Using bullets and numbering customisation.
- Change text case.
- Indenting text from both margins.

Structuring document layout
- Applying page borders.
- Apply shading and borders to text.
- Inserting dividing lines to separate text.
- Converting text into columns.
- Customise margins in a document.

Inserting objects into documents
- Inserting images from the computer/laptop.
- Inserting images from the Internet.
- Controlling the position of images within a document and text wrapping.
- Inserting and formatting shapes.
- Inserting a range of SmartArt graphics.
- Inserting links.
- Inserting comments.
- Inserting text boxes and symbols.

Creating and formatting a table
- Create a table.
- Adding text and adjusting column widths.
- Adjusting row heights within the table.
- Adding additional columns and rows.
- Merging cells in a table.
- Text direction in a table.
- Apply a table design template to a table.
- Calculations within a table.

Using tabs
- Displaying the Word ruler.
- Setting a range of different tabs stops.
- Adjusting tab stop settings.
- Clearing tab stops.

Mail merge
- Creating a document for a merge.
- Creating or using an existing data source.
- Inserting merge fields and preview layout.
- Apply the mail merge to selected records.

Producing a professionally presented document
- Checking document headings, paragraphs, line spacing and formatting.
- Saving document changes.