



MOUSELITERATE

Word Introduction Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required.

Session One

Creating a Document

- Explore the User Interface and the Ribbon
- Customise the Quick Access Toolbar
- Start a new document
- Enter text
- Insert the date and time
- Use Save and Save As
- Locate and open an existing document
- Delete a document
- Create a new folder

Editing a Document

- Navigate through a document
- Insert, delete and rearrange text
- Use Undo and Redo
- Insert symbols and special characters
- Use the automatic spelling checker

Moving and Copying Text

- Cut, Copy and Paste using the Office Clipboard
- Use the Paste Options smart tag to change the format of pasted text
- Use drag-and-drop to move and copy text
- Use Paste Special to paste data in a particular format
- Open more than one document
- Copy data from one document to another

Session Two

Working with Margins and Paragraphs

- Setting Page Margins
- Align text in paragraphs
- Set line and paragraph spacing options
- Change tab stop settings
- Set tabs with leaders
- Paragraph spacing
- Remove paragraph formats

Formatting Paragraphs

- Select and change font, font formatting and font size
- Set character spacing options
- Copy formats using the Format Painter
- Apply styles

Viewing and Printing Documents

- Set page orientation and paper size
- Align text vertically
- Insert page breaks
- Use Print Preview
- Print a document
- Print the current page or a range of pages

Bullets and Numbering

- Start a bulleted or numbered list automatically
- Add bullets and numbering to a list
- Change the appearance of bullet characters
- Create an outline numbered list
- Renumber and customise lists





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Word Intermediate Course Outline

These sessions are designed for people who have a good foundation in Microsoft Word. Candidates should be familiar with the topics covered on the introduction sessions.

Session One

Applying Borders and Shading

- Apply borders and shading to paragraphs
- Remove borders and shading
- Create and modify a page border

Word Proofing Tools

- Correct spelling/typing errors as you type
- Use the Spelling and Grammar Checker
- Set options for the Spelling and Grammar Checker
- Use the Thesaurus
- Use AutoCorrect to correct errors as you type
- Find and replace text
- Count the words used in a document
- Add document comments

Adding Tables to a Document

- Draw or create a table
- Apply Formatting to a table
- Move the insertion point around in a table
- Insert and delete columns and rows
- Change height and width of rows and columns
- Change alignment, rotate text within a cell
- Merge and split cells
- Add borders and shading to a table
- Convert text to a table or tables to text

Session Two

Adding Graphics to a Document

- Insert and format picture files
- Use SmartArt
- Insert and format WordArt text
- Draw AutoShapes
- Modify and format Drawing Objects, pictures and AutoShapes
- Insert a screenshot

Word and the Internet

- Create hyperlinks
- Use Web Page Preview
- Save a document as a web page
- Send a document via email

Creating Charts in Word

- Create a graph
- Modify graph data
- Import data into a graph
- Modify an embedded graph
- Change the chart type
- Add chart elements

Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and modify Building Blocks
- Insert fields using Quick Parts





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Word Advanced Course Outline

These sessions are designed for people who have a good foundation in Microsoft Word. Candidates should be familiar with the topics covered on the introduction and intermediate sessions.

Session One

Templates

- Create a document based on a template
- Create and modify a template

Navigating a Large Document

- Navigation pane
- Thumbnails

Styles

- Paragraph and character styles
- Create and modify
- Apply and delete
- Use advanced options with Find and Replace

Working with Sections

- Understand the concept of sections
- Create new sections within a document
- Use different types of section break
- Create and use newspaper columns
- Revise column structure
- Balance column lengths
- Control paragraph flow
- Create and modify headers and footers
- Create and modify page numbers
- Use sections to create different headers and footers

Collaborating on Documents

- Compare document changes
- Merge document changes
- Review track changes and comments
- Protect a document

Session Two

Long Documents

- Create and modify a table of contents
- Create and modify an index
- Use bookmarks
- Create cross-references
- Create and revise footnotes and endnotes

Mail Merge

- Create a main document
- Create and edit a recipient list
- Print a merged document
- Merge to a new document
- Use alternate data sources
- Sort and select records
- Generate labels

Master Documents and Subdocuments

- Understand master documents and subdocuments
- Create a master document from scratch
- Convert an existing document into a master document
- Edit and rearrange master and subdocuments

