

## Word Beginners (6 hour course)

An introduction to the world's most popular word processing program designed for people who are new to word processing.

### General

- learn about the Word screen and toolbars
- wordwrap and paragraphs
- add and delete text
- document views and their uses
- open, save, preview and print files

### Timesavers

- undo and redo
- spell checker
- find and replace text automatically
- use the mouse and keyboard to navigate text

### Editing and formatting

- use the mouse and keyboard to select text
- cut, copy, paste and move text
- paragraph and line spacing
- symbols, bullets and numbering
- character, paragraph and page formatting
- simple tabs to set out lists
- make your text look professional

### Pre-requisites

Students should have an understanding of file management, the keyboard and how to use a mouse.

## Word Intermediate (6 hour course)

More advanced features of the word processor and is suitable for people who have attended the Word Beginners course or have equivalent experience.

### Formatting

- bullets and numbering, outline numbering
- leader tabs
- create, apply and modify styles

### Working with tables

- inserting tables
- drawing tables
- borders and shading

### Headers and footers

- header and footer toolbar
- using section breaks

### Mail merge

- creating mail merge letters
- envelopes and labels

### Timesavers

- autotext
- advanced find and replace
- templates

### Pre-requisites

Students should have completed the Word Beginners course, or have an understanding of those skills.

## Word Advanced (6 hour course)

Ideal for people who have attended a Word Intermediate class or have equivalent experience, and who want to explore the program in more depth.

### Mail merge for specific mailings

- manipulate mail merge results to target clients
- use mail merge with emails
- using word fields

### Work with long documents

- styles
- section breaks
- different headers and footers
- navigate using the document map
- cross referencing and bookmarks
- use track changes for multiple editing of documents
- tables of contents
- record and use macros

### Desktop publishing techniques

- work with graphics, clipart, wordart
- columns

Note: If time allows, trouble shooting on specific workplace problems may be discussed in the class.

### Pre-requisites

Students should have completed the Intermediate course, or have an understanding of those skills.