

MISCROSOFT WORD

COURSE SCHEDULES

MICROSOFT WORD UNIT STANDARD 117924 –

INTRODUCTION COURSE SCHEDULE

- Creating a document
- Saving and closing a document
- Entering Text
- Navigating and selecting in a document
- Deleting text
- Using undo and redo
- Adding Headers and Footers
- Working with margins and page breaks
- Working with multiple documents
- Working with views
- Formatting text with borders and shading
- Working with dates
- Inserting special characters and symbols
- Working with special effects
- Changing character spacing
- Formatting paragraphs
- Setting tabs
- Working with bullets and numbering
- Spacing a document
- Formatting pages
- Working with templates and styles
- Adding and removing sections
- Footnotes and endnotes
- Working with templates

MICROSOFT WORD UNIT STANDARD 116942 & 119078-

INTERMEDIATE COURSE SCHEDULE

- Creating tables
- Working with tables
- Formatting tables
- Creating formulas in tables
- Creating columns
- Working with columns
- Formatting columns
- Working with pictures in columns
- Automating your document style
- Document Styles
- Complete Picture understanding in documents
- Linking Text Boxes
- Understanding Mail Merge
- How to use Mail Merge
- Creating Mail Merge databases
- Creating fields of information
- Matching fields of information

- Completing mail merge letters
- Completing mail merge emails
- Completing mail merge envelopes
- Completing mail merge labels
- Saving mail merges

MICROSOFT WORD –

ADVANCED COURSE SCHEDULE

- DOCUMENT TEMPLATES
 - Working with Templates
 - What Is a Template?
 - Types of Templates
 - Built-in Templates
 - Custom Templates
 - Choosing a Word Template
 - Customizing an Existing Template
 - Modifying the Original Template File
 - Creating a New Template File Based on an Existing Template
 - Creating a Template
 - Sharing a Template
 - Template Locations
 - Defining a User Templates Location
 - Defining a Workgroup Templates Location
- MANAGING DOCUMENT REVISIONS
 - Working with the Track Changes Feature
 - The Review Tab Commands
 - Viewing Options
 - Protecting a Document
 - Protecting for Tracked Changes and Comments
 - Protecting with a Password
 - Unprotecting a Document
 - Combining Word Files
 - Inserting Comments
 - Editing and Deleting Comments
 - Editing Comments
 - Deleting Comments
- WORKING WITH FORMS & FIELDS
 - Word Forms: An Overview
 - Creating Forms
 - Working With Form Fields
 - Quick Parts
 - Signature Lines
- WORKING WITH LARGE DOCUMENTS
 - Master Documents
 - Footnotes And Endnotes
 - Indexes
 - Bookmarks And Cross-References
 - Table Of Contents
- CREATING MACROS
 - Recording And Running Macros
 - Working With Macros
 - CUSTOMIZING MENUS AND TOOLBARS
 - CUSTOMISING THE QUICK ACCESS TOOLBAR
- NEWER FEATURES (2021)

- Read Aloud
- Editor
- Co-authoring
- Auto Saving
- Dark Mode
- More content in stock images and icons
- Draw Tab

MICROSOFT WORD UNIT STANDARD 110023-

MICROSOFT WORD REPORTING COURSE SCHEDULE

- Understanding different types of reports
- Understanding the importance and purpose of reports
- Choosing formats for your reports
- Choosing a structure and sequence of various reports
- Editing and Formatting your report
- Compiling reports
- Using templates for reports
- Ensuring your reports are correct
- Dealing with amendments
- Collecting information / research
- Managing reports
- Distribution of reports
- Time issues
- Effective writing habits