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## Microsoft Word Introduction - 1 Day

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Opening, Saving & Closing Documents

Enter and Edit Text

Undo/Redo

Selection Techniques

Spelling & Grammar checker

Bold, Underline & Italic

Fonts and Font sizes

Paragraph Alignment

Indents & Line Spacing

Bullets & Numbering

AutoCorrect

Moving & Copying Text

Print Preview & Printing

Margins, Page Orientation

& Page Breaks

Headers & Footers. Tabs

Introduction to Tables

Keyboard Shortcuts

Word Templates

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## Microsoft Word Intermediate - 1 Day

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AutoText Entries (QuickParts in 2007)

Section Breaks

Headers & Footers in Sections

Columns

Borders and Shading

Mail Merge

Inserting & Manipulating of Graphics

Further Tables including Table Draw

Format Painter

Outline Numbering

Introduction to Styles

Table of Contents

Importing Data

Keyboard Shortcuts

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## Microsoft Word Advanced - 1 Day

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Modify & Create Styles

Outline View

Document Map

Table of Contents to include 'own' styles

The Organiser

Index

Using Fields

Use of the Drawing Tools

On-line Forms

Mail Merge

Create a Template

Hyperlinks

Macro Record

Assign a Macro to the Toolbar

Customise the Toolbars