

Course Content

Word Master Class

Overview

A three-day course focusing on working faster and smarter in Word to create professional documents. This course will assist in the guidance towards creating Templates for business, Reporting on Projects and Projections, and other long documentation.

Duration - 3 Days

Prerequisite

The learner would have completed a Word Basic course or at least worked daily in the application for at least 3 years.

Foundational Understanding

Navigating the Interface
Selecting Text (Word, Line, Paragraph)
Format with Font Options
Format with Paragraph Options
Format Painter

Working with Styles

Applying different Styles to a Document
Working with Themes
Apply Document Formatting
Apply Colour Schemes, Font, Paragraph Spacing
Create Styles
Manage Styles
Import Styles

Working with Lists

Applying Bullets
Applying Numbering
Create Multi Level Numbering
Define New List Style
Outline View

Find and Replace

Using Navigation Pane
Find and Replace Information
Find and Replace Formats

Controlling Text Flow

Insert Page Breaks and Section Breaks
Insert Columns
Insert Text Boxes

Working with Tables

Create a simple Table
Convert Text to Table
Creating an Excel Table
Modify the Structure of the Table
Apply Table Styles

Insert SmartArt

Insert Objects
Insert a Picture
Insert a Shape

Page Design

Adding Watermarks
Page Borders
Setting up Page Margins
Page Orientation
Setting up Page Sections
Headers and Footers
Page Alignment

Document References

Table of Contents
Footnotes and Endnotes
Insert Table of Figures
Insert Caption
Insert Cross-reference

Review Document

Inspect Document
Change Document Properties
Insert Comments
Track Changes
Compare and Combine Documents

Mail Merge

Set up source
Mail Merge Wizard
Setup Merged Document

Creating Forms

Add Form Fields to a Document
Protect a Form
Automate a Form
Create Document Templates