



Basic	Intermediate
Getting Started with Word • Exploring the Ribbon • Creating a new document • Opening, Editing & Saving Documents • Creating folders • Print, Preview and Options Text Formatting • Font Style and Size • Bold, Italic & Underline • Increase/Decrease Font Size • Change Case • Text highlight Colour and Text Effects • Word Art • Strikethrough, Subscript, Superscript Document Formatting • Paragraph Formatting - Alignment, Indents & Tabs • Bullets & Numbering • Page Set-Up - Margins & Page Orientation • Line Spacing • Page Breaks • Cover Pages & Themes • Headers, Footers and Page Numbers Document Editing • Selecting Text • Cut, Copy & Paste • Undo & Redo • Find and Replace • Spelling & Grammar Pictures and Shapes • Inserting from File, Internet & Clip Art • Resizing, Rotate, Cropping & Aligning • Position and Text Wrapping • Picture Styles, Borders & Effects • Text Boxes Tables • Creating a table • Adding and Deleting Rows & Columns • Adjusting Table Dimensions • Applying Borders & Shading • Table Tools, Design & Ribbon • Sorting Data • Table Calculations • Text to Table & Table to Text	Automatic Functions • AutoCorrect, AutoText & Auto Format • Smart Tags Overview • Task Panes & Ribbons • Zoom, Word Count & Proofing Advanced Document Formatting • Path and File Names in Footer • Newspaper Columns • Advanced Find and Replace Watermarks • Inserting a picture watermark • Inserting a text watermark • Inserting a picture watermark on one page Using Styles • Using build-in styles • Creating styles • Modifying & copying styles • Using Themes Bookmarks • Adding & deleting bookmark • Finding a bookmark • Hyperlinks Referencing • Footnotes and Endnotes • Cross referencing • Index / Tables / Captions • Figures & Tables of Figures Table of Contents • Creating a table of contents • Updating a table of contents Sections • Next page & Continuous • Headers & footers • Layout, Margins & Orientation • Page Numbers • Column Section breaks Forms • Form fields • Ask / Ref fields • Combo Box / Check Box • Locking & Protecting Forms • Sharing Letters & Mailings • Mail Merge Wizard • Merge to letters & Labels • E-mail Mail Shots Document Collaboration • Getting Started