



Basic	Intermediate
<p>Getting Started with Word</p> <ul style="list-style-type: none"> • Exploring the Ribbon • Creating a new document • Opening, Editing & Saving Documents • Creating folders • Print, Preview and Options <p>Text Formatting</p> <ul style="list-style-type: none"> • Font Style and Size • Bold, Italic & Underline • Increase/Decrease Font Size • Change Case • Text highlight Colour and Text Effects • Word Art • Strikethrough, Subscript, Superscript <p>Document Formatting</p> <ul style="list-style-type: none"> • 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 <p>Document Editing</p> <ul style="list-style-type: none"> • Selecting Text • Cut, Copy & Paste • Undo & Redo • Find and Replace • Spelling & Grammar <p>Pictures and Shapes</p> <ul style="list-style-type: none"> • Inserting from File, Internet & Clip Art • Resizing, Rotate, Cropping & Aligning • Position and Text Wrapping • Picture Styles, Borders & Effects • Text Boxes <p>Tables</p> <ul style="list-style-type: none"> • 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 	<p>Automatic Functions</p> <ul style="list-style-type: none"> • AutoCorrect, AutoText & Auto Format • Smart Tags Overview • Task Panes & Ribbons • Zoom, Word Count & Proofing <p>Advanced Document Formatting</p> <ul style="list-style-type: none"> • Path and File Names in Footer • Newspaper Columns • Advanced Find and Replace <p>Watermarks</p> <ul style="list-style-type: none"> • Inserting a picture watermark • Inserting a text watermark • Inserting a picture watermark on one page <p>Using Styles</p> <ul style="list-style-type: none"> • Using build-in styles • Creating styles • Modifying & copying styles • Using Themes <p>Bookmarks</p> <ul style="list-style-type: none"> • Adding & deleting bookmark • Finding a bookmark • Hyperlinks <p>Referencing</p> <ul style="list-style-type: none"> • Footnotes and Endnotes • Cross referencing • Index / Tables / Captions • Figures & Tables of Figures <p>Table of Contents</p> <ul style="list-style-type: none"> • Creating a table of contents • Updating a table of contents <p>Sections</p> <ul style="list-style-type: none"> • Next page & Continuous • Headers & footers • Layout, Margins & Orientation • Page Numbers • Column Section breaks <p>Forms</p> <ul style="list-style-type: none"> • Form fields • Ask / Ref fields • Combo Box / Check Box • Locking & Protecting Forms • Sharing <p>Letters & Mailings</p> <ul style="list-style-type: none"> • Mail Merge Wizard • Merge to letters & Labels • E-mail Mail Shots <p>Document Collaboration</p> <ul style="list-style-type: none"> • Getting Started