

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