

Please email wendy@buildyourskill.co.uk for more details.

Basic	Intermediate
Getting Started with Word - Exploring the Ribbon - Creating a new Document - Opening, Editing & Saving Documents - Creating folders - Print Preview, Print Settings and Word Options Text Formatting - Font Type and Size - Bold, Italic & Underline - Increase/Decrease Font Size - Change Case - Text highlight Colour and Effects - WordArt - 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 Pictures from File, Online, Stock Images & Icons - Resizing, Rotating, 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 - Using Table Tools and Design Tab - Sorting Data - Table Calculations - Text to Table & Table to Text	Automatic Functions - AutoCorrect, AutoText & Auto Format - Ribbon, Tabs & Quick Access Toolbar - Editor Tools: Spelling & Grammar, Clarity, Formality, Word Count - Readability Statistics - Zoom & Display Settings - Microsoft Copilot Overview Advanced Document Formatting - Path and File Names in Footer - Working with Columns - Advanced Find and Replace Watermarks - Inserting a text watermark - Inserting a picture watermark Using Styles - Using built-in styles - Creating styles - Using Themes Bookmarks - Adding & Deleting bookmarks - Finding a bookmark - Insert & Editing Hyperlinks Referencing - Footnotes and Endnotes - Cross Referencing Table of Contents - Create a Table of Contents - Update a Table of Contents Sections - Section Breaks: Next page & Continuous - Headers & footers - Layout, Margins & Orientation - Page Numbers - Section breaks for Columns Forms - Creating form fields - ASK and REF fields (for automation) - Combo Box and Check Box controls Letters & Mailings - Mail Merge Wizard - Merge to Letters and Labels - E-mail Mail Merge (bulk personalised emails) Document Collaboration - Sharing documents in Word - Co-authoring in real time - Adding and responding to Comments - Tracking changes and reviewing edits