

## MICROSOFT WORD ONLINE MODULES

### Duration

Each module will be 2hrs 15 minutes in total, comprising 1 hour training, 15 minute break, remaining 1 hour training to make the most of your online experience.

### Word – Module 1 – Getting Started

- Starting up Word
- The Microsoft Office button and Quick Access Toolbar
- The Word Window, use of Tabs and the Ribbon
- Creating A New Document
- Editing Text, including the word-wrap feature, inserting, overtyping, deleting, Undo & Re-do
- Saving Documents, using Save As and Save
- Opening and Closing a Document
- Copy, Cut and Paste within one or across Multiple Documents
- Using the Spell Checker & Thesaurus
- Automatically correcting mistakes using AutoCorrect
- Description of the different Viewing Modes, including Normal, Page Layout and Print Preview
- Exiting Word

### Word – Module 2 – Useful features

- Autosave (365 version only) and Version History
- Sharing documents with other users
- Sending a file via e-mail
- Password Protecting Files
- Inserting frequently used items using Building Blocks
- Finding & Replacing Words
- Adding a Page Background
- Track Changes
- Inserting Comments
- Linking Data & Graphs with other Microsoft Applications, i.e. Excel & PowerPoint
- Working with Hyperlinks
- Working with Multiple Documents
  - Switching between open documents
  - Compare Documents Side by Side
  - Arrange All
  - Split

### Word – Module 3 - Formatting

- Selecting text and Vertical Selection
- Formatting Text, including Changing Font/Font Size, Applying Bold, Italic or Underline, The Format Painter and use of the Change Case & Drop Case features
- Applying Borders and Shading to headings and text
- Moving Around the Document, including moving to a specific page
- Aligning Text
- Indenting Paragraphs (Moving text away from the margin)
- Adjusting Line Spacing
- Adjusting Paragraph Spacing
- Changing Page Margins, Paper Size and Page Orientation
- Printing documents

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### Word – Module 4 - Tabs, Page Breaks & Headers and Footers

- Creating columns using Tab settings
- Amending existing Tab settings
- Inserting & Deleting Page Breaks to adjust page endings
- Inserting & Deleting Section Breaks to allow different page formatting within the same document
- Applying and Removing Newspaper Style Columns
- Inserting and Formatting Page Numbers
- Use of Headers and Footers
- Inserting a Cover Page

### Word – Module 5 - Working with Tables

- Creating Tables
- Inserting an Excel Table
- Moving and selecting areas of a Table
- Formatting and Aligning Text
- Adding Borders & Shading
- Using the Quick Tables feature
- Adjusting Column & Row Height and Width
- Adding & Deleting Columns and Rows
- Deleting Text from a Table
- Vertically Aligning Text
- Merging & Splitting Cells
- Inserting & Updating Table Formulae
- Converting Text to Tables

### Word – Module 6 - Long Document/Report Writing

- Inserting Footnotes and Endnotes
- Using Paragraph Styles to automate the formatting of documents
- Incorporating Table of contents, Indexes and Cross references into documents
- Using the Multi-Level Paragraph Numbering and Bullets feature

### Word – Module 7 - Mail Merge

- Using the Mail Merge feature to create standard letters, emails, envelopes and labels
- Creating a data source
- Linking to Excel as the data source
- Setting criteria to print specific records
- Creating Single Mailing Labels and Envelopes

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### Word– Module 8 -Working with Graphics

- Inputting non-standard Symbols and Special Characters, i.e.  $\mu$ , , ", ¥
- Inserting Pictures, Icons & 3D Models
- Insert SmartArt
- Insert Charts
- Inserting Screen shots or Screen clippings
- Inserting Online Videos
- Using the Drawing Tools
- Using the WordArt Feature
- Move, Resize, Reset & Crop graphics
- Adjust image settings, i.e. brightness, contrast etc.
- Align, group, rotate and flip images
- Control text wrapping around image
- Adding captions and caption number formatting

### Word – Module 9 - Creating Standard Forms

- Creating a Template, including Inserting Date & Time fields
- Creating Forms with Specific Input Areas
- Automatically inserting information using fields, i.e. number of pages
- Document Protection