



**Please note that this outline is only intended as a guide and that any event can be customised to suit you.**

## ***Microsoft Word (all versions)***

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### ***Level 1 – New User (1 day)***

- what's new in your version?
- overview of Word features and capabilities
- functional elements of the Word screen
- obtaining help
- opening, closing, saving and searching for files
- creating a new document and adding text
- moving around a document and selecting text
- editing techniques, (including cut, copy, paste and undo)
- use of font and paragraph formatting
- modifying the page layout, (including margins, tabs and indents)
- zooming and changing the document view
- printing techniques, (including using Print Preview)

### ***Level 2 – Regular User (1 day)***

- working with styles and templates
- creating and editing bullet and number lists
- using headers and footers, (including an introduction to fields)
- working with tables, (including using the Draw Table feature)
- using proofing tools, (spell check, thesaurus and grammar check)
- mail merging techniques, (including mailing to labels and envelopes)
- using the AutoCorrect, AutoFormat and AutoComplete features
- working with graphics, (including ClipArt, drawing tools and WordArt)
- using Find and Replace to replace formats and styles
- organising long documents with Outline view
- using the Document Map

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### ***Level 3 – Advanced User (1 day)***

- creating, sharing and managing styles
  - using Heading styles to create a contents list
  - adding calculations to tables
  - using section breaks, (e.g. to mix portrait and landscape sections)
  - using fields to insert document parameters, (such as filename, author and version)
  - using cross-references within a document
  - working with bookmarks
  - using hyperlinks to reference web pages and other documents, (including jumping to a bookmark)
  - tracking and managing changes using the reviewing tools
  - inserting, editing and deleting comments
  - using footnotes and endnotes to add reference notes and comments
  - customising and resetting the Toolbars
  - automating tasks with 'macros', (and assigning to a toolbar)
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