



<http://www.multimediacentre.co.za>

Cape Town: 021 790 3684

Johannesburg: 011 083 8384

## Microsoft Word level 1 course content (1-day)

### **Course Description**

Microsoft Office Word Beginners will assist in Word processing to create, revise, and save documents for printing and future retrieval. It will provide you with the basic concepts required to produce basic business documents.

### **Target Audience**

This course is intended for individuals who want to gain basic knowledge of working on Word.

### **Prerequisites**

Good working knowledge of the Windows Operating System and proper IT skills

## **Course Outline:**

### **1. Explore Word 2010**

- Working in the user interface
- Creating, editing text and saving documents
  - Creating a new blank document
  - Entering text
  - Saving the document
  - Saving into a new folder
  - Compatibility with older versions
- Opening, Moving around in and closing Documents
- Viewing documents in different ways:
  - Switching between different views
  - Displaying non-printing characters
  - Zooming in the document
  - Switching between different word documents
  - Arranging windows of open documents
  - Displaying rulers in document window
- Accessing help feature

## **2. Editing and Proofread Text**

- Making text changes
  - Selecting text
  - Deleting text
  - Drag and drop
  - Cut, Copy and Paste
  - Paste Options
  - Undo and redo
- Office clipboard
- Find and replace text
  - Using find and replace
  - Navigation pane
- Fine-tuning text
  - Thesaurus
  - Mini-translator
- Correcting spelling and grammatical errors
  - Spell check
  - Auto Correct
- Viewing document statistics
- Inserting saved text
  - Building Blocks
  - Create a new building block
- Inserting one document into another

### **3. Changing the Look of Text**

- Quickly formatting text
  - Paragraph styles
  - Character styles
- Changing a documents theme
  - Switching between different themes
  - Saving a new theme
- Manually changing the look of characters
  - Changing font, font size and font colour
  - Bold, Italic and Underline
  - Using the Mini Toolbar
  - Format Painter
  - Front dialogue box
  - Highlight text
  - Clear formatting
- Manually changing the look of paragraphs
  - Indenting
  - First Line and hanging indents
  - Paragraph alignment
  - Setting up Tabs
  - Adjusting line spacing
  - Paragraph spacing
  - Borders and Shading
- Character formatting and case considerations
- Find and replace formatting
- Creating and modifying lists
  - Bullets and Numbering
  - Customizing bullets and numbering
  - Sorting lists
- Formatting text as you type

#### **4. Organizing Information in Columns and Tables**

- Presenting information in columns
  - Inserting columns
  - Justify paragraphs
  - Column options
- Creating tabbed lists
- Presenting info in tables
  - Inserting a table
  - Inserting and deleting columns and rows
  - Resizing columns
  - Merge cells
  - Table alignment
  - Converting text to table
- Performing calculations in tables
- Other layout options
- Formatting tables
  - Table style
  - Manual formatting

#### **5. Add Simple Graphic Elements**

- Inserting and modifying pictures
  - Insert Picture
  - Resize and crop a picture
  - Picture corrections and picture styles
  - Artistic effects
- About Clip Art
- Changing a document background
- Inserting Building Blocks
  - Inserting a Cover Page
  - Inserting Page Numbers
  - Headers and Footers
- Drawing text boxes
- Adding Word Art
  - Insert Word Art into the document
  - Wrap text around World Art
- Formatting the first letter of a paragraph

## **6. Preview, Print and Distribute Documents**

- Previewing and adjusting page layout
  - Adjusting Page size and orientation
  - Setting up margins
- Controlling what happens on each page
  - Page breaks
  - Section breaks
- Printing documents
- Preparing documents for electronic distribution
  - Document properties
  - Document inspector

## **Microsoft Word level 2 course content (1-day)**

### **Course Description**

Microsoft Office Word Intermediate course will help you to go beyond the basics of word processing to enhance your Microsoft Office Word documents with sophisticated components such as tables, charts, customized formats and graphics. It will also help you create your own Microsoft Word efficiency tools to produce attractive and effective documents with less time and effort than you've ever needed before.

### **Target Audience**

This course is intended for individuals who need to learn how to use Microsoft Word to create or modify complex business documents as well as customized Word efficiency tools.

### **Prerequisites**

Training on Microsoft Word: Beginners or equivalent knowledge

## **Course Outline**

### **1. Creating Diagrams**

- Creating and Positioning a diagram
- Using the text pane
- Inserting shapes into a diagram
- Promoting and Demoting shapes in a diagram
- Change a diagram's layout, colours and shapes
- Use picture diagrams to show photographs

### **2. Insert and Modify Charts**

- Insert a chart into a document
- Customize a chart, and save it as a template
- Plot Excel data in a chart
- Formatting a chart
- Changing chart types
- Adding axis titles and labels

### **3. Use other Visual Elements**

- Adding text and graphic watermarks
- Insert a symbol
- Building an equation and add it to the equation gallery
- Draw and manipulate shapes
- Insert a screen clipping

### **4. Organize and Arrange Content**

- Reorganize a document by adjusting its outline
- Arranging multiple pictures
- Insert and format nested tables

### **5. Creating Documents for Use Outside of Word**

- Save files in different formats
- Creating and modifying web documents
- Create and publish blog posts

# Microsoft Word level 3 course content (1-day)

## **Course Description**

Microsoft Office Word Advanced will allow you to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise and distribute long documents and forms.

## **Target Audience**

This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others and secure documents.

## **Prerequisites**

Training on Microsoft Word: Beginners and Microsoft Word: Intermediate or equivalent knowledge



## **Course Outline**

### **1. Explore More Text Techniques**

- Adding hyperlinks
- Inserting fields
- Adding Bookmarks and Cross References

### **2. Use Reference Tools for Longer Documents**

- Adding Footnotes and End notes
- Creating and Modifying Table of contents
- Table of figures
- Table of Authorities
- Creating and modifying indexes
- Adding Sources and compiling bibliographies
- Creating Master Documents

### **3. Work with Mail Merge**

- Understanding Mail Merge
- Preparing Data Sources
- Using an Outlook Contact List as a Data Source
- Preparing Main Documents
- Merging Main Documents and Data Sources
- Printing Envelopes
- Sending Personalized Emails to Multiple Recipients
- Creating and Printing Labels

### **4. Collaborate on Documents**

- Co-authoring Documents
- Sending Documents Directly from Word
- Adding and Reviewing Comments
- Tracking and Managing Documents Changes
- Comparing and Merging Document Changes
- Password-Protecting Documents
- Restricting Who Can Do What to Documents
- Controlling Changes

## **5. Working in Word More Efficiently**

- Working with Styles and Templates
- Default Program Options
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Macros in Word
  - Enabling Macros
  - Recording a New Macro
  - Running a Macro
  - Copying a Macro from one Document to another