



Course Objectives

The objective of this courseware is to provide you with a brief review of Microsoft Word basics. This courseware will also introduce you (as an experienced user) to the **intermediate features** of Word. Upon successful completion of this courseware, you will be able to:

- add headers and footers
- work with columns
- work with tables
- insert graphics
- perform mail merges

Prerequisites

Before you attempt the intermediate courseware, ensure that you are familiar with:

- moving around the screen
- using the scroll bar
- accessing menus and making menu choices
- moving with the mouse and keyboard
- creating new documents
- saving, closing and opening documents
- basic editing
- selecting and unselecting text
- deleting and undeleting text
- cutting, pasting, copying and moving text
- formatting text, including the use of bold, underline, italics and fonts
- aligning text, including left, center, right and justified alignment
- setting and working with tabs
- formatting documents, including the use of margins and indenting
- creating bulleted and numbered lists
- using automatic page numbering
- controlling word wrap and page breaks
- using the proofing tools
- using the AutoText and AutoComplete
- basic file management techniques
- using Zoom and Print Preview
- printing documents
- changing paper size and page orientation
- printing envelopes and labels

Course Materials

Course Length:

25 hours - *with flexibility*

Approximate Page Count

330 – 350 Pages

Number of Sections:

Six Sections Plus Preface and Appendices

Average Number of Exercises:

200

You have the option to ExtraSize this courseware to have access to online tutorials with audio narration, video clips, and hands-on simulated exercises. Your access is valid for a period of six months upon activation. It's a great way to keep those skills up-to-date.

LEARN THE SKILL

Hands on, step by step exercises that guide students through procedures and commands.

PRACTICE THE SKILL

Hands on, step by step guided exercises presented after a LEARN THE SKILL exercise. These exercises provide extra practice and reinforce or may present an alternative method of completing a task.

DEVELOP YOUR SKILLS

Hands on step by step exercises covering more than one feature within a module. They are presented at the end of a module.

APPLY YOUR SKILLS

Hands on, extended exercises presented at the end of a section. Each exercise is rated with a difficulty level based on skill competence.

BUILD YOUR SKILLS

Hands on, extended exercises presented at the end of each section. These exercises require the student to work independently and apply their knowledge of a combination of features learned, up to that point in the courseware, to accomplish a particular task. These exercises are rated with difficulty level based on skill competence.



Courseware Outline

SLATE TRAINING CENTRE

Working with Tables

Working with Tables

- Drawing a Table
- Inserting a Table

Working with Text

- Selecting Items in the Table

Formatting the Table

- Using AutoFormat
- Modifying the Borders and Shading
- Adjusting the Width or Height
- Inserting & Deleting Rows/Columns
- Merging and Splitting Cells
- Aligning or Rotating Text

Converting Text to a Table

Adding Formulas

- Specifying Math Formulas

Formatting Documents

Objectives of Section 2

Headers and Footers

- Creating Headers and Footers
- Alternating Headers and Footers

Formatting with Styles

- Creating Styles
- Applying Styles to Text
- Modifying Styles
- Deleting Styles

Controlling the Text Flow

- Using Section Breaks

Working with Columns

- Modifying the Columns

Working with Objects

Objectives of Section 3

Inserting Pictures

- Inserting Pictures from a Disk

Manipulating Pictures

- Sizing a Picture
- Changing the Properties for a Picture
- Moving a Picture

Working with Chart Objects

- Creating Charts Using a Datasheet
- Customizing Charts
- Changing the Chart Type
- Modifying Chart Objects

Drawing Diagrams

Collaborating with Others

Comparing Documents

Sending a Document for Review

- Routing Documents
- Inserting Comments
- Tracking Revisions

Working with Multiple Versions

- Creating Multiple Versions
- Opening Earlier Versions of Documents
- Deleting One or More Versions
- Saving Versions as Separate Files

Protecting Documents

- Adding a Password to a Document
- Removing or Changing Passwords
- Protecting the Document from Any Changes

Merging Documents

What is Mail Merge?

- Using an Existing Merge File

Merging to Envelopes or Labels

- Merging to Envelopes
- Merging to Labels

Customizing Tools

Customizing Word

Customizing the Toolbars

- Selecting a Toolbar Layout
- Displaying Additional Icons
- Changing an Existing Toolbar Layout
- Creating a New Toolbar Layout

Customizing Menus

- Customizing Existing Menu Layouts
 - Creating a New Menu
- #### Customizing Shortcut Keys

Appendices

Projects and Case Studies

Productivity Tools

Glossary of Terms

Answers to Review Questions

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MOS Skills Courseware Mapping