

# Microsoft Word 2010 Introduction



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## Course objectives

Create and save documents for easy retrieval  
Insert and delete text to edit a document  
Move, copy, and replace text  
Modify text for emphasis  
Learn document and paragraph formatting  
Set and remove tab stops to enhance document appearance  
Use margins, indents, bullets, and numbering to change text layout  
Use templates and Style Sets to create and enhance documents

## Who Should Attend:

Microsoft Word 2010 combines a powerful word processing application with the user-friendly atmosphere of Windows. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

**The course runs from 9.30 am to approximately 4.30 pm.**

**Duration: 1 day.**

## Creating and Editing Documents

Starting Documents  
Starting Word  
Identifying Components of the Word Screen  
The Word 2010 Ribbon  
Creating and Opening Documents  
Moving the Insertion/Cursor Point  
Building and Editing Documents  
Selecting Text  
Replacing and Deleting Blocks of Text  
Moving and Copying Text  
Modifying Page Breaks  
Finishing Documents  
Previewing Documents  
Printing Documents  
Closing Documents  
Assignment

## Formatting Text & Printing a Document

Enhancing Text  
Applying Text Formatting Effects  
Removing Text Formatting  
Information Rights Management  
Using Undo and Redo  
Using the Repeat Command to Apply Formatting  
Viewing and Copying Formatting  
Using Format Painter  
Using Bullets and Numbers  
Applying Bullets and Numbers as You Type  
Assignment

"A highly professional company run by knowledgeable, friendly people"



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## Formatting Documents

- Formatting Paragraphs
- Changing Line or Paragraph Spacing
- The Ruler
- Indenting Paragraphs
- Setting Tabs Using the Tabs Dialog Box
- Setting Tabs Using the Ruler
- Formatting Pages and Sections
- Setting Margins
- Inserting Page Numbers
- Inserting and Deleting Section Breaks
- Using the Go To Command
- Applying Page Setup Formatting to Sections
- Changing a Section's Page Numbering Assignment

## Using Advanced Page Setup Techniques

- Using Headers and Footers
- Creating Alternating Headers or Footers
- Creating Section Headers or Footers
- Using Styles and Templates
- Managing the Quick Style Gallery
- Templates
- Using Templates to Create Documents
- Generating Envelopes and Labels
- Creating Labels

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## Course objectives

Use advanced editing tools  
Use reviewing features and different views  
Utilise the search and replace tools in Word  
Learn to use drawing tools and features in Word  
Create, use and modify tables in documents.  
Work with columns

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## Reviewing Documents

Correcting Documents  
Performing a Spelling and Grammar Check  
Using the Thesaurus  
Using AutoCorrect Options  
Setting and Deleting AutoCorrect Exceptions  
Hyphenating Documents  
Inserting Special Hyphens  
Using Quick Part Building Blocks  
Creating a Quick Part  
Inserting a Quick Part  
Deleting Quick Part Entries  
Creating Outlines  
Typing Outline Lists  
Assigning and Removing Paragraph Outline Levels  
Using the Navigation Pane  
File Search – To find a file  
Insert a Comment  
Insert a Picture from a file  
Assignment  
Drawing in Word

## Creating Drawing Objects

Creating Lines and Shapes  
Creating Text Boxes  
Enhancing Drawing Objects  
Applying Line Effects  
Applying and Modifying 3-D Effects  
Manipulating Drawing Objects  
Sizing and Rotating Drawing Objects  
Grouping and Ungrouping Drawing Objects  
Placing Drawings within Document Text  
Assignment

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## Using Tables

- Creating Tables
- Typing Text into Tables
- Editing and Formatting Text in Cells
- Modifying Table Structures
- Adjusting Row Height in a Table
- Inserting, Deleting, and Moving Table Columns
- Inserting, Deleting, and Moving Table Rows
- Enhancing Tables
- Merging Cells
- Adding Table Borders
- Table Design Styles and Applying Shading to a Table
- Aligning Tables
- Rotating Text in Tables
- Convert text to a table or vice versa
- Auto Fit in the Table
- Assignment

## Working with Columns

- Creating and Editing Newspaper Columns
- Selecting and Editing Column Text
- Formatting Newspaper Columns
- Forcing a New Column
- Setting Text Flow Options
- Inserting Nonbreaking Spaces
- Change Case
- Change a background
- Drop Cap
- Assignment

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## Course objectives

Learn to protect documents

Use Excel worksheet functions and advanced table features and formats

Use advanced document enhancements such as graphics, special characters and watermarks.

Use advanced reviewing techniques and skills.

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## Sorting and Merging Text and Data

Sorting

Merging

Protect Document

Exercise 1

## Introduction to Macros

Recording and Running Macros

Managing Macros

Deleting Macros

## Working With Formulas, Worksheets, and Charts

Calculating in Tables

Using Formulas

Using Worksheets

Creating and Modifying Worksheets

Embedding Existing Excel Worksheets

Working with Charts

Importing and Copying Data into a Datasheet

## Enhancing Documents

Working with Graphics

Modifying Graphics

Positioning and Deleting Graphics

Using Advanced Enhancement Techniques

Inserting Special Characters

Inserting Watermarks

Formatting First Pages

## Reviewing Documents

About saving versions of a document

Document Compare

Tracking Changes

Shared workspace

WordArt

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# Microsoft Word 2013 Introduction



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## Who Should Attend:

Microsoft Word 2013 combines a powerful word processing application with the user-friendly atmosphere of Windows. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

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## Creating And Editing Documents

- Starting Documents
- Starting Word
- Identifying Components Of The Word Screen
- The Word Ribbon
- Creating And Opening Documents
- Moving The Insertion/Cursor Point
- Building And Editing Documents
- Selecting Text
- Replacing And Deleting Blocks Of Text
- Moving And Copying Text
- Modifying Page Breaks
- Finishing Documents
- Previewing Documents
- Printing Documents
- Closing Documents

## Formatting Text

- Enhancing Text
- Applying Text Formatting Effects
- Removing Text Formatting

- Using Undo And Redo
- Using The Repeat Command To Apply Formatting
- Viewing And Copying Formatting
- Using Format Painter
- Using Bullets And Numbers
- Applying Bullets And Numbers As You Type

## Formatting Documents

- Formatting Paragraphs
- Changing Line Or Paragraph Spacing
- The Ruler
- Indenting Paragraphs
- Setting Tabs Using The Tabs Dialog Box
- Setting Tabs Using The Ruler
- Formatting Pages And Sections
- Setting Margins
- Inserting Page Numbers
- Inserting And Deleting Section Breaks
- Using The Go To Command
- Applying Page Setup Formatting To Sections
- Changing A Section's Page Numbering

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## **Using Advanced Page Setup Techniques**

- Using Headers And Footers
- Creating Alternating Headers Or Footers
- Creating Section Headers Or Footers
- Using Styles And Templates
- Managing The Quick Style Gallery
- Templates

## **Using Templates To Create Documents**

- Generating Envelopes And Labels
- Creating Labels

## **Appendix A: New Features In Word 2013**

- Compatibility
- The Office 2013 Interface
- The Word Screen
- The Ribbon
- Dialogue Box Launchers
- Contextual Tabs
- Customise The Ribbon
- The Mini Toolbar
- The Quick Access Toolbar
- Using The Keyboard (Key Tips In V2013)
- Other New Features In Word 2013
- File Menu Options
- Screen Views And Document Navigation
- New Graphics Features
- Sharing Documents

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## Reviewing Documents

- Correcting Documents
- Performing a Spelling and Grammar Check
- Using the Thesaurus
- Using Autocorrect Options
- Setting and Deleting AutoCorrect Exceptions
- Hyphenating Documents
- Inserting Special Hyphens
- Using Quick Part Building Blocks
- Creating a Quick Part
- Inserting a Quick Part
- Deleting Quick Part Entries
- Creating Outlines
- Typing Outline Lists
- Assigning and Removing Paragraph Outline Levels
- Using the Navigation Pane
- File Search – To find a file
- Insert a Comment
- Insert a Picture from a file

## Drawing in Word

- Creating Drawing Objects
- Creating Lines and Shapes
- Creating Text Boxes
- Enhancing Drawing Objects
- Applying Line Effects
- Applying and Modifying 3-D Effects
- Manipulating Drawing Objects
- Sizing and Rotating Drawing Objects
- Grouping and Ungrouping Drawing Objects
- Placing Drawings within Document Text

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- Aligning Tables
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- Convert text to a table or vice versa
- Auto Fit in the Table

## Working with Columns

- Creating and Editing Newspaper Columns
- Selecting and Editing Column Text
- Formatting Newspaper Columns
- Forcing a New Column
- Setting Text Flow Options
- Inserting Nonbreaking Spaces
- Change Case
- Change a background
- Drop Cap

## New Features in Word 2013

- Compatibility
- The Office 2013 Interface
- The Word Screen
- The Ribbon
- Dialogue box launchers
- Contextual Tabs
- Customise the Ribbon
- The Mini toolbar and Quick Access Toolbar
- Using the keyboard (Key Tips in v2013)
- Other New Features In Word 2013
- File Menu Options
- Screen Views and Document Navigation
- New Graphics features
- Sharing Documents

# Microsoft Word 2013 Advanced



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## Sorting And Merging Text And Data

- Sorting
- Merging
- Protect Document

## Working With Formulas, Worksheets, And Charts

- Calculating In Tables
- Using Formulas
- Using Worksheets
- Creating And Modifying Worksheets
- Embedding Existing Excel Worksheets
- Working With Charts
- Importing And Copying Data Into A Datasheet

## Introduction To Macros

- Recording And Running Macros
- Managing Macros
- Deleting Macros

## Enhancing Documents

- Working With Graphics
- Modifying Graphics
- Positioning And Deleting Graphics
- Using Advanced Enhancement Techniques
- Inserting Special Characters
- Inserting Watermarks
- Formatting First Pages

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## Reviewing Documents

- About Saving Versions Of A Document
- Document Compare
- Tracking Changes
- Shared Workspace
- Wordart
- Appendix A: New Features In Word 2010
- Compatibility
- The Office 2013 Interface
- The Word Screen
- The Ribbon
- Dialogue Box Launchers
- Contextual Tabs
- Customise The Ribbon
- The Mini Toolbar
- The Quick Access Toolbar
- Using The Keyboard (Key Tips In V2013)
- Other New Features In Word 2013
- File Menu Options
- Screen Views And Document Navigation
- New Graphics Features
- Sharing Documents

# Microsoft Word 2016 Introduction



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## Course objectives

To produce a basic text document, save, edit and print it and understand basic formatting commands

## Who Should Attend:

Anyone who has started using Word and would like a better understanding of the basics

**The course runs from 9.30 am to approximately 4.30 pm.**

**Duration: 1 day.**

## The Word screen

Understanding the different elements of the screen  
The Ribbon, Tabs and Groups; the Quick Access  
Toolbar

## Getting help

Using the off-line help facility

## Entering/editing text

## Navigating round a document

Keyboard and mouse shortcuts to easily move round  
your document

## Formatting text

Enhancing the look of the text; Quick Styles

## Opening new and existing documents

Finding files; opening recently used files; starting new  
files

## Saving and closing documents

Understanding the filing procedures

## Formatting paragraphs

Alignment, indents, line spacing, paragraph spacing,  
paragraph and page borders

## Formatting pages

Paper size, orientation and margins

## Printing

Previewing the document and printing options;  
Backstage view

## Moving and copying text

## Views

Changing the document view; Protected View

## Automatic bullet points and numbering

Inserting basic bullet points and numbering

## Useful tools

Spellchecker  
Searching for and replacing text  
AutoCorrect  
Quick Parts

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# Microsoft Word 2016 Intermediate



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## Course objectives

To produce tabulated layouts; to use and understand other more advanced formatting functions

## Who Should Attend:

Course attendees will have used Word to produce basic documents and will be able to format text and paragraphs, save and print a file.

**The course runs from 9.30 am to approximately 4.30 pm.**

**Duration: 1 day.**

### Text shortcuts

Inserting text using AutoCorrect, AutoText and Quick Parts

### Find and Replace

Replacing text throughout a document.

### Bullets and numbering

Outline numbering  
Formatting bullets and numbering  
Multi-level numbering for paragraphs and headings

### Section breaks

Dividing the document into sections

### Headers and footers

Inserting the same text on every page – inserting different headers and footers in different sections

### Page numbers

Inserting and formatting page numbers

### Page formatting

Adding cover pages, watermarks and page borders

### Tabs

Working with tabs to create a tabulated document

### Tables

Tabulating a document using tables; formatting and working with tables

### Newspaper columns

Applying a column layout. Working with columns

### Importing Excel spreadsheets and charts

Using different techniques to import, including embedding and linking

### Inserting pictures

Adding photographs and ClipArt to your document; Adding screenshots

### Working with Fields and Properties

Date, Time and other Properties  
Document Inspector

### Bookmarks

Marking points of access in the document  
Hyperlinks

### Using text to link to other documents, websites, etc

### Security

Working with Protected View and Trusted Locations

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## Course objectives

To manage long documents; create and use templates and macros; to use the mail merge function

## Who Should Attend:

Anyone who has a sound understanding of Word basics and wishes to learn some of the more advanced functions

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**Duration: 1 day.**

## Styles

Creating formatting styles to apply to headings and text in long reports; Quick Styles

## Outlining

Using styles for navigation and management

## Tables of contents

Creating tables of contents using styles

## Master documents

Splitting large documents into smaller files

## Navigating long documents

Using the Navigation Pane and the Browser

## Footnotes

Adding page footnotes to long documents

## Tracking changes

Reviewing changes made to a document by you and others; comparing versions of the same document

## Mail merge

Creating the mail merge letter and data document; merging and selective merging

## Printing labels and envelopes

Mailing labels

## Templates

Create standard documents that are frequently used; Document protection

## Macros

Short cuts for lengthy tasks stored on buttons on the Quick Access toolbar

## Graphics

Adding photographs, Clip Art, drawings, Smart Art diagrams and Charts to your document

Inserting screenshots

## Inserting on-line videos

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