



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Word Level 2

Duration: 1 Day

Objectives: This course is designed for existing users of Word. Users will see techniques for word processing in an efficient manner and learn how to create more sophisticated documents.

Prerequisites: This course is aimed at existing users of Microsoft Word who have attended the Microsoft Word Level 1 course or who have a basic knowledge of Word.

Amending Word Settings

- Margins
- Paper Size
- Changing the Default Font
- Changing Default Options
- General Options
- Edit Options
- File Locations Options

Creating and Working with Breaks

- Page Breaks
- Sections Breaks
- Column Breaks

Creating Headers & Footers

- Deleting a Header or Footer
- Altering a Header or Footer
- Different First Page Header/Footer
- Setting Different Headers/Footers for Odd and Even Pages
- Setting Different Headers/Footers for Sections

Mail Merge

- Creating the Main Document
- Creating the Data Source
- Editing the Main Document
- Editing the Data Source
- Performing the Merge
- Selective Merging
- Print Labels with Mail Merge

Templates

- Using Templates
- Creating Templates
- Sharing Templates

Styles

- Applying Styles
- Modifying Styles
- Creating New Styles

Working with Pictures and Drawings

- Adding Pictures
- The Drawing Tools
- Creating Text Effects with WordArt

Automating Common Tasks

- Creating AutoText Entries
- Using AutoText Entries
- AutoCorrect
- Understanding Macros
- Recording a Macro
- Assigning a Macro to a Toolbar
- Editing a Macro Button/Text