

Using Microsoft Word Level 2



Duration

1 DAY

Prerequisites

Either you have attended a Word Level 1 course or be a regular user of Word on a day to day basis.

Notes

This is an intensive and practical, Instructor-led, course featuring a hands-on style.

It contains practical advice as well as keyboard shortcuts.

INTRODUCTION

This course is intended for those who want to build on their skills taught on the Level 1 course or who regularly use Word 2010 and want to improve their effectiveness.

Upon successful completion of this course, students will be able to:

- Create and modify Tables.
- Create and modify styles.
- Working with columns and sections
- Save as Webpages and create hyperlinks.
- Create SmartArt diagrams.
- Print labels and envelopes.
- Customise the Quick Access Toolbar and Ribbon.
- Track changes to a document.

COURSE CONTENT

Tables

Create tables
Table styles
Table borders
Insert and delete rows and columns
Borders and shading
Sorting and calculating

Styles

Use Quick Styles
Create Quick Styles
Modify Quick Styles

Columns and sections

Create columns
Insert column breaks
Insert section breaks
Different Headers and Footers

Diagrams

Create SmartArt diagrams
Modify diagrams
Format diagrams

Labels and envelopes

Prepare the layout
Print

Customise Word

Add buttons to the toolbar
Create your own tab on the Ribbon
Add commands to your tab

Managing document revisions

Track changes in a document
Insert comments