

# MICROSOFT WORD BASIC – LEVEL 2



## LEARNING OUTCOMES

By the end of this course, you should be able to:

- Work with document techniques
- Use a range of formatting techniques
- Work with a pdf document
- Work with word options and document properties
- Create and apply styles
- Create and work effectively with themes
- Create and use templates
- Learn how to work with section breaks
- Insert and work with headers and footers in a document
- Perform various merging tasks
- Draw and format shapes
- Insert and work with text boxes
- Use table features to improve the layout and format of tables
- Enhance and correct pictures.

## COURSE OUTLINE

### 1. Document techniques

- a. Opening multiple documents
- b. Switching between open documents
- c. Arranging all
- d. Viewing side by side
- e. Synchronized scrolling
- f. Resetting the window position
- g. Inserting a cover page
- h. Applying page colors
- i. Applying a page border
- j. Understanding columns
- k. Creating columns of text
- l. Specifying column widths and spacing
- m. Inserting column breaks

### 2. Formatting techniques

- a. Applying first line indents
- b. Applying hanging indents

- c. Applying right indents
- d. Understanding pagination
- e. Controlling widows and orphans
- f. Keeping paragraphs together
- g. Keeping lines together
- h. Inserting a page break
- i. Applying hyphenation to text
- j. Hiding text
- k. Inserting a drop cap
- l. Understanding returns
- m. Revealing formatting

### **3. Working with PDF documents**

- a. Understanding PDF documents
- b. Saving a document as a PDF
- c. Viewing a PDF file in reader
- d. Opening and editing a PDF in Word

### **4. Preferences and properties**

- a. Understanding Word options
- b. Personalizing Word
- c. Setting display options
- d. Understanding file locations
- e. Setting file locations
- f. Understanding save options
- g. Setting save options
- h. Understanding document properties
- i. Viewing document properties
- j. Specifying document properties
- k. Viewing advanced properties
- l. Viewing advanced properties
- m. Updating document properties
- n. Deleting document property data

### **5. Styles**

- a. Understanding styles
- b. Applying paragraph styles
- c. Applying character styles
- d. Creating a quick style
- e. Creating a paragraph style
- f. Creating a character style
- g. Applying custom styles
- h. Understanding the modify style dialog box
- i. Selecting and updating styles
- j. Renaming and deleting styles
- k. Importing and exporting styles



## 6. Themes

- a. Understanding themes
- b. Applying a theme
- c. Modifying theme colors
- d. Modifying theme fonts
- e. Creating a custom theme
- f. Applying a theme to a template
- g. Resetting a theme
- h. Resetting a theme

## 7. Templates

- a. Understanding templates
- b. Using a sample template
- c. Downloading an online template
- d. Creating a template
- e. Modifying a template
- f. Using a custom template
- g. Attaching a template to a document
- h. Copying styles between templates
- i. Creating a template from a template
- j. Tips for developing templates

## 8. Section breaks

- a. Understanding section breaks
- b. Inserting a next page section break
- c. Inserting a continuous section break
- d. Inserting an even page section break
- e. Inserting an odd page section break

## 9. Headers and footers

- a. Understanding headers and footers
- b. Inserting headers and footers
- c. Inserting a blank header
- d. Inserting a blank footer
- e. Switching between headers and footers
- f. Editing headers and footers
- g. Inserting page numbering
- h. Inserting date information
- i. Headers and footers in long documents
- j. Adjusting header and footer positions
- k. Inserting first page headers and footers
- l. Inserting different odd and even pages
- m. Creating section headers and footers
- n. Unlinking section headers and footers



## 10. Merging techniques

- a. Understanding recipient lists
- b. Creating a recipient list
- c. Customizing the columns
- d. Adding records
- e. Deleting records
- f. Saving a recipient list
- g. Opening a recipient list
- h. Editing a recipient list
- i. Understanding merging from scratch
- j. Selecting the document type
- k. Selecting the recipients
- l. Inserting the date
- m. Inserting an address block
- n. Inserting the greeting line
- o. Typing the letter
- p. Inserting individual merge fields
- q. Previewing the merge
- r. Completing the merge
- s. Setting up mailing labels
- t. Completing mailing labels
- u. Running a saved merge
- v. Excluding recipients
- w. Filtering recipients
- x. Sorting recipients
- y. Selecting another data source
- z. Applying an if...then...else... rule
- aa. Applying a fill in rule

## 11. Shapes

- a. Understanding shapes
- b. Drawing shapes
- c. Selecting shapes
- d. Aligning shapes
- e. Arranging shapes
- f. Deleting shapes
- g. Applying a fill to the drawing canvas
- h. Applying text wrapping to a canvas
- i. Applying shape styles
- j. Filling shapes
- k. Applying a solid fill to shapes
- l. Applying a gradient fill to a shape
- m. Applying a picture fill to a shape
- n. Changing shape outlines
- o. Applying an outline to shapes
- p. Changing shapes
- q. Inserting and formatting text
- r. Applying shadow effects
- s. Applying reflection effects
- t. Applying glow effects



- u. Softening and beveling edges
- v. Applying 3-d rotation effects

## 12. Text boxes

- a. Understanding text boxes
- b. Inserting a preformatted text box
- c. Typing text into a text box
- d. Positioning a text box
- e. Resizing a text box
- f. Deleting a text box
- g. Drawing a text box
- h. Formatting a text box
- i. Linking text boxes
- j. Modifying text box margins
- k. Changing text direction
- l. Applying effects to text boxes

## 13. Table features

- a. Creating a table from text
- b. Aligning data in cells
- c. Displaying table gridlines
- d. Inserting formulas into a table
- e. Updating formulas in a table
- f. Sorting table data
- g. Merging table cells
- h. Splitting table cells
- i. Understanding table properties
- j. Aligning tables
- k. Changing the direction of text
- l. Repeating heading rows
- m. Converting a table to text

## 14. Enhancing pictures

- a. Understanding picture enhancements
- b. Removing a picture background
- c. Correcting pictures
- d. Coloring pictures
- e. Applying artistic effects
- f. Applying shadows and reflections
- g. Applying a glow effect
- h. Softening and beveling edges
- i. Applying picture styles to images
- j. Repositioning pictures
- k. The format picture pane
- l. Cropping pictures accurately
- m. Changing the picture layout

