



SELECT TRAINING AND RECRUITMENT LTD

Microsoft Word 2007 - Level 2

INTRODUCTION:

The Microsoft Word - Level 2 course is designed to show you how to use some of Microsoft Word's advanced features. The skills learned in this course will help you to create more professional-looking documents, to organise and work with documents more efficiently.

In the Microsoft Word - Level 2 course, you will learn how to manipulate text, use document proofing tools, set margins, indents and tabs, work with multiple page documents, create and manipulate tables, use mail merge and work with Microsoft Word templates.

Skill exercises which aim to consolidate learning by applying the new skills to practical application are provided at the end of each section.

PREREQUISITES:

Students wishing to undertake this course should have a basic understanding of the windows environment and have completed Microsoft Word – Level 1.

COURSE AIMS:

To provide an overview, beyond an introductory level to the Microsoft Word software programme, and its application, within the Windows environment.

COURSE CONTENT:

Manipulating Text

Cut copy and paste, check paragraph and space marks, copy a format, move text between documents, drag and drop editing, reverse drag and drop, use building blocks, deleting text and using the undo feature

Use Document Proofing Tools

Spelling and grammar, auto correct, replace command and the Thesaurus

Margins, Indents and Tabulation (Tabs)

Changing margins, working with indents, bulleted lists, setting tabs and using dot leaders

Working with Multiple Page Documents

Page breaks, using the find command, working with print layout view, applying styles, building a table of contents, headers and footers, inserting footnotes, inserting graphics and viewing full screen

Tables

Creating tables, merging cells, changing cell widths, formatting tables, changing borders, adding shading, changing row heights, vertically centering, performing calculations and sorting table information

Using Mail Merge

Creating an address list (data source), creating the main document (letter), and performing the mail merge

Working with Templates

Installed templates, content controls and creating templates