

Word Basic

What do I need?

Learners should be able to read and write in the English language. ABET or equivalent knowledge is essential for attending this course. They should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and able to use Windows to manage information. Learners should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for learners who have no previous experience in applications. This thorough and slow paced course will provide the learner with the basic foundational skills required to work in Word.

Creating a basic document

- The Word environment
- Get help using Word
- Enter text
- Save a new document
- Preview a document
- Print a document

Editing a document

- Navigate in a document
- Insert and edit text
- Select text
- Move and copy text
- Delete text
- Undo changes

Formatting text

- Change font size
- Apply font styles and effects
- Change font colour
- Copy formats

Formatting paragraphs

- Change paragraph alignment
- Add borders and shading
- Apply bullets and numbering
- Change paragraph and line spacing

Proofing documents

- Check spelling and grammar

Work with tables

- Create a table
- Enter data in a table

Insert graphics

- Insert symbols and special characters

Control page appearance

- Insert a page break

Word Intermediate

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for people who desire to gain the necessary skills to create, edit, format, and print Microsoft Office Word documents.

The Word environment

- Start and exit the application
- Components of the Word window
- Get assistance using help
- Word options

Working with documents

- Create a new document
- Open and close documents
- Save documents
- Navigation techniques
- Enter and edit text
- Select text and graphics
- Move and copy text
- Undo and redo changes
- Use find and replace
- Manage multiple documents
- Use Word templates

Formatting text and paragraphs

- Change font, size and colour
- Apply font styles and effects
- Paragraph and text alignment
- Copy formatting
- Use paragraph and character styles
- Document themes
- Borders and shading
- Bullets and numbering
- Tabs and indents
- Line and paragraph spacing

Control document layout

- Insert and remove page breaks
- Create and modify sections
- Add headers and footers
- Apply page numbering
- Footnotes and endnotes
- Switch between document views

Enhance Word documents

- Insert symbols and special characters
- Create and modify autocorrect entries
- Use built-in quick parts
- Create and insert building blocks
- Insert a date and time field
- Use drop caps
- Insert and manipulate illustrations
- Create and modify text boxes

Tables and columns

- Create a table
- Enter and edit table data
- Insert/delete rows, columns and cells
- Merge cells in a table
- Format a table
- Perform calculations in a table
- Create and edit columns

Mail merge

- Set up the main document
- Connect to a data source
- Refine the recipient list
- Insert merge fields
- Format merged data
- Preview the merged document
- Complete the merge
- Print the merged documents

Finalising documents

- Use spell check and thesaurus
- Print preview a document
- Adjust page setup options
- Print a document

Word Bridging Workshop

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for individuals who need to bridge gaps in their Word knowledge, prior to attending the advanced course. It is also suited to learners who are transitioning from earlier versions of Word.

Elements of the word environment

- Identify the Word interface
- Work with the ribbon
- Use options on contextual tabs
- Use the galleries
- Customise the interface
- Use Word's help options

Create & modify documents

- Edit and format text
- Move and copy text
- Tabs and indenting text
- Create a bulleted or numbered list
- Use superscript and subscript
- Apply styles
- Use find and replace
- Thesaurus and spell check
- Preview and print documents

Work with objects

- Quick parts
- Symbols and special characters
- Drop caps
- Pictures
- SmartArt

control page layout

- Add headers and footers with page
- Insert page breaks
- Line & paragraph spacing
- Create and edit columns

Create & modify tables

- Enter text
- Insert and delete rows and columns
- Format tables
- Use formulas

Customise the word environment

- Quick Access Toolbar
- Ribbon
- Interface
- Use fax and memo word templates



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Word Advanced

What do I need?

Learners should already have a working knowledge of Word, including how to create, edit, format and print documents. Learners should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

How long is the course?

2 Days

Who should attend?

This course targets individuals who desire to gain the skills necessary to use the more advanced features of Word to create, manage, revise, and distribute long documents, forms, and Web pages.

Working with styles

- Create a character or paragraph style
- Modify an existing style

Managing lists

- Create an outline numbered list
- Start a list from a different number
- Customise list appearance
- Sort a list
- Convert text to a table

Making long documents easier

- Mark text for indexing
- Insert an index
- Add captions to pictures
- Insert a table of figures
- Insert a table of contents
- Create a master document
- Create different headers and footers for sections
- Use outline view
- Insert footnotes and endnotes
- Insert and use bookmarks
- Insert cross-references
- Insert comments
- Track changes

Creating customised graphics

- Insert pictures and control text wrapping
- Insert WordArt
- Embed and link objects
- Create linked text boxes
- Insert printed watermarks
- Insert SmartArt graphics
- Create a DropCap

Controlling text flow

- Insert section breaks
- Insert columns
- Control pagination

Customising tables

- Sort a table
- Modify table structure
- Merge or split cells
- Position text in a table cell
- Apply borders and shading
- Perform calculations in a table
- Convert table to text

Creating web pages

- Create a web page
- Insert hyperlinks

Creating forms

- Add form fields to a document
- Protect a form
- Save form data as plain text
- Automate a form
- Create and modify templates

Mail merge

- Perform a mail merge on existing documents
- Sort & filter source data
- Merge labels

Automating common tasks

- Create a macro
- Run a macro
- Edit a macro

Customise the environment

- Customise the Quick Access Toolbar
- Customise the Ribbon
- Customise the Status Bar
- Word Options

Mail Merge Workshop

What do I need?

Learners should already have a working knowledge of Word, including how to create, edit, format and print documents. Learners should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

How long is the course?

½ day

Who should attend?

This course targets individuals who desire to gain the skills necessary to create and distribute a set of documents, that are personalised for each recipient. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

The mail merge process

- Set up the main document
- Connect the document to a data source
- Refine the list of recipients or items
- Insert mail merge fields
- Preview and complete the merge

Merge existing documents

- Open an existing main document
- Verify the path to the data source
- Edit a data source path

Make labels for a mass mailing

- Set up the labels
- Connect the labels to an address list
- Refine the list of recipients
- Insert the mail merge fields
- Preview and complete the merge
- Print the labels

Send personalised e-mail messages

- Set up the e-mail message
- Connect the e-mail message to an address list
- Refine the list of recipients
- Insert mail merge fields
- Preview and complete the merge