

INTRODUCTION	Module 1	Module 3	Module 5
Duration:1 Day (9 – 4 pm)	Getting Started	Text Formatting	Printing
Objective: To gain understanding of the potential of word. Be able to create a basic document apply formatting and print successfully	What is word? Opening a File Getting to know the Environment Creating a New Document Navigating Help Tools Saving	Font Format Painter Background Change Case	Page Setup Insert Page Breaks Using Header & Footer Print Preview
Essential: Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key	Module 2	Module 4	Module 6
Preferable Some practical application for the course attending. Need a general overview of Word processing.	Editing	Paragraph Formatting	Proofing Tools
	Different Cursors Selecting Text Delete Text Overtyping Cut, Copy, Paste Undo & Re Do	Spacing Alignment Paragraph Indenting Bullets & Numbering Borders & Shading	Send To Flag for Follow up Spell check Grammar AutoCorrect Find & Replace

INTERMEDIATE	Module 1	Module 3	Module 6
Duration:1 Day (9 – 4 pm)	Tables	Tabs	Automated Features
Objective: To expand existing word knowledge. Be able to create table, do a mail merge and save document as a web page.	Creating tables Selecting cells Inserting Columns/Rows Deleting Columns/Rows Tables and Borders Toolbar Changing Column widths Formatting Borders and Shading Formulas Sorting data in a table	Setting Tabs Removing Tabs Setting a Leader tab	AutoText Insert Fields Creating Graphs Modifying Graphs
Essential: Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Word Introduction or equivalent.	Module 2	Module 4	Module 7
Preferable Some practical application for the course attending. Interest in mail merge and creating form like documents.	Mail Merge	Importing Data	Web Features
	Creating a Data Source Creating a Mail Merge Doc Mailing Labels	Import Excel Files Import as a Link Clipboard	Create Hyperlinks Modify Hyperlinks Send as Attachment Save as Web Page
		Module 5	
		Working with Columns	
		Creating Columns Adjusting the width Setting Column Breaks Drop Cap	

ADVANCED	Module 1	Module 3	Module 5
Duration:1 Day (9 – 4 pm)	Styles & Templates	Mail Merge	Table of Contents
Objective: To work efficiently and effectively with large word documents.	Apply Styles Modify Styles Create Styles Transfer Styles Use Existing Template Create a Template Modify a Template	Create a Mail Merge Access as Data source Excel as Data source Insert Word Fields Filter Records Sort Records E-mail	Create a TOC Modify a TOC Create Indexing Modify Indexing Creating Bookmarks Cross Reference
Essential: Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key. Completed Introduction and Intermediate or equivalent.	Module 2	Module 4	Module 6
Preferable Some practical application for the course attending. Interest in working with large documents	Fields	Outlining	Macros
	Insert Date Unlink a Field Fill in Fields Forms	Creating an Outline Modifying Insert Sub Documents	Create a basic Macro View a Macro Code Assign macro to a Toolbar Customizing Toolbar