

Word Level 2 Intermediate

All versions

Description

This course is designed for people who have already used Ms Word and know the basics. Maybe you are self-taught (or Google taught) and don't know how to be fast and efficient. You may struggle with formatting and numbering and don't know how to create tables. In this course you will be able to create numbered reports, tables and use templates, styles and advanced editing techniques. The focus is on using Word as it is designed to be used, shortcuts and being efficient.

Duration

2 days online/onsite

Outcomes

The aim of this course is to give the user tools to organise large documents efficiently using templates, styles, multi-level numbering and tables.

Unit Standards

US # 119078: Use a GUI-based word processor to enhance a document using tables and columns.
NQF Level 3. 5 Credits.

Prerequisites

This course assumes that the delegate understands and uses the basic features of Word daily.

Course content

Module 1: The Word Screen

- Customising the Quick Access Toolbar
- Working with the Ribbon
- Using dialog box launchers
- Word Options

Module 2: Advanced Text Formatting

- Text effects
- Superscript and subscript
- Advanced spacing and position
- Format painter
- Clear formats
- Using the clipboard to collect and paste text
- Insert non-breaking spaces and hyphens
- Borders and shading
- Automated Text:
 - Auto text
 - AutoCorrect

Module 3: Advanced Paragraph Formatting

- Space before and after
- Line and page breaks:
 - Widow and orphan
 - Keep with next

- Keep lines together
- Page break before

Module 4: Setting Tabs

- Understand tabs on the ruler
- Setting and clearing tabs
- The tab dialog box
- Creating leader lines

Module 5: Indents

- Understanding the ruler
- Indent types
- Setting indents
- Clearing indents

Module 6: Working with large and multiple documents

Headers & Footers

- Different first page
- Insert built-in headers and footers
- Create a custom header and footer

Section Breaks

- How to insert section breaks:
Continuous and Next Page
- How to put a landscape page in a report

- How to create different page settings in a document
- How to create columns
- How to insert column breaks

Styles

Understanding Styles

Apply built-in Styles from the Style Gallery

Modify built-in Styles:

Update and Modify

Creating your own Style

Multi-level lists

- Use a multi-level list to create a simple numbered report
- Define new multi-level list
- Define a new list style
- Use heading styles and add numbering to them
- Create a built-in Table of Contents based on heading styles

View Options

- New Window
- Viewing two files side by side

Module 7: Templates

- Apply built-in templates
- Create custom template
- Apply custom template
- Modify custom template
- Manage multiple users in a corporate environment

Module 8: Organising information in columns and Tables

- Create and format columns
- Create tables
- Typing text into tables
- Edit and format text in cells
- Rotating text in tables
- Move around in a table
- Adjust column width/row height
- Insert/delete columns and rows
- Merge cells
- Add table borders
- Format table structure
- Align tables
- Convert text to a table
- Convert a table to text
- Table properties
- Sort table data
- Sort paragraphs
- Use formulas within a table