

‘The Word Menu’ for 2007, 2010 and 2013

Select topics from any level to design your own course.

NB: In a half-day session we would cover approximately 8 topics

Introduction Topics	Intermediate Topics	Advanced Topics
<ul style="list-style-type: none"> • overview of the Word screen • customising the quick access toolbar ** • customising the ribbon *** • creating a document • moving around a document • selecting & editing text • opening and saving documents • formatting text • line spacing • alignment • bullets and numbering • print preview & print • spell check • using autocorrect & autotext • saving and compatibility checks** 	<ul style="list-style-type: none"> • working with multiple documents • page setup • page breaks / section breaks • page numbering • headers & footers • borders & shading • tabs • indents • tables • mail merge • creating & saving templates • inserting objects: <ul style="list-style-type: none"> ⇒ clipart ⇒ wordart ⇒ photographs ⇒ smart art** ⇒ quickparts** ⇒ cover pages** • working with hyperlinks 	<ul style="list-style-type: none"> • creating and using styles • section breaks & columns • inserting objects: <ul style="list-style-type: none"> ⇒ files • advanced table features: <ul style="list-style-type: none"> ⇒ sorting ⇒ calculations in tables • creating table of contents • the document map • using outline view • creating forms • inserting an index • footnotes & endnotes • recording macros <p>key: ** new in 2007 *** new in 2010</p>