



Level 1 - Creating Basic Documents

Duration: 1 Day
Mandatory Prerequisites: A working knowledge of the Windows environment and mouse skills.
Preferred Prerequisites: Light exposure to basic word processing skills.

Basic Concepts (20 min)

- Opening, closing and saving files
- Non-printing characters
- Common keyboard shortcuts

Editing a Document (30 min)

- Selecting text
- Inserting and deleting
- Moving and copying
- Finding and replacing text

Proofing Tools..... (15 min)

- Spell check
- AutoCorrect
- Thesaurus

Formatting a Document (30 min)

- Text formatting
- Paragraph formatting

- Bulleted and numbered lists
- Paragraph indenting
- Page breaks
- Page Margins
- Page Orientation

Borders and Shading (20 min)

- Adding paragraph borders
- Adding paragraph shading

Headers and Footers (20 min)

- Adding headers and footers
- Inserting useful information

Print Preview & Printing (15 min)

- Print preview
- Printing

Level 2 - Customising Documents

Duration: 1 Day
Mandatory Prerequisites: Sound knowledge of basic formatting, and basic word processing
Preferred Prerequisites: Some knowledge of adding drawing and picture objects.

Auto Text (30 min)

- Creating Auto text
- Inserting an auto text entry
- Changing auto text
- Deleting auto text entries

Advanced Formatting..... (45 min)

- Format font
- Format paragraph
- Drop caps
- Format painter
- Page borders

Tables..... (45 min)

- Inserting basic tables
- Selecting tables
- Resizing tables
- Moving tables
- Entering text into tables
- Formatting tables
- Merging and splitting cells
- Repeating heading rows
- Table auto format

Introduction to Tabs (45 min)

- What is a tab stop
- Types of tab stops
- Setting tab stops
- Moving tab stops
- Deleting tab stops
- Formatting tab stops
- Adding leaders

Creating Columns..... (20 min)

- Creating columns
- Formatting columns

Customising Bullets and Numbering..... (45 min)

- Custom Bullets
- Custom Numbering
- Outline Numbering
- Creating an outline list



Level 3 - Advanced Document Management

Duration: 1 Day
Mandatory Prerequisites: Sound understanding of formatting, headers and footers.
Preferred Prerequisites: The need to format different parts of a document, and create form letters.

Sections (45 min)

- Inserting sections
- Altering page orientation
- Altering headers and footers
- Altering page numbering

Page Setup (25 min)

- The margins tab
- The paper tab
- The layout tab

Mail Merge (45 min)

- Creating the main document
- Selecting a data source
- Inserting merge fields
- Previewing the merge
- Finalising the merge

Tracking Changes (60 min)

- Enabling change tracking
- Viewing revisions

- Colour coding revisions
- Consolidating revisions
- Revision protection

Field Codes (45 min)

- Inserting field codes
- Common field codes
- Working with field codes
- Bookmarks

Forms (45 min)

- Adding form fields
- Adjusting form fields
- Form protection
- Entering data into a form
- Saving form data

Level 4 - Long Document Management

Duration: 1/2 Day
Mandatory Prerequisites: Sound understanding of formatting, document layout and section breaks.
Preferred Prerequisites: An understanding of field codes

Styles (60 min)

- Using built in styles
- Editing built in styles
- Adding new styles
- Style Organiser

Table of Contents (60 min)

- Inserting a table of contents
- Creating an index

Master Documents (60 min)

- Developing a master document
- Creating a subdocument
- Collapsing and expanding subdocuments
- Inserting a subdocument
- Removing a subdocument
- Splitting and merging subdocuments