**MICROSOFT WORD PROCESSING ADVANCED**

**INTRODUCTION**

This skills programme has been designed to provide you with the advanced skills for operating a word processing program such as Microsoft Word in order to become an expert user.

**PROGRAMME OUTCOMES**

On completion of this learning programme, learners will have covered:

* Editing
* Layout
* Document Organisation
* Document Elements
* Special Tools
* Printing

**PROGRAMME OUTLINE**

**1. EDITING/TEXT**

* To apply text effects
* What are text animations?
* To add text animation effects
* What is AutoCorrect?
* To use AutoCorrect
* To use AutoCorrect to insert symbols
* To reverse the automatic changing of text by AutoCorrect
* To use AutoCorrect Exceptions
* To enable automatic spelling correction
* To create an AutoCorrect entry
* To automatically format a document
* To remove each formatting change
* To set AutoFormat options
* Automatically formatting tables
* What is ‘AutoText’?
* To insert an AutoText entry into a document
* To modify a style
* What is Outline View used for?

To create an outline document

* To remove an AutoText entry
* To display the AutoText toolbar
* The AutoText toolbar
* To create an AutoText entry
* What is text wrapping?
* To modify text wrapping around a picture
* Text orientation options are only available in text boxes or tables
* To orientate text within a table
* To orientate text within a Text Box
* What is WordArt?
* To create a WordArt object
* To edit a WordArt object

**PARAGRAPHS**

* What are borders?
* To add shadowing or shading to a border
* To apply white text on a black background
* To add a border using the Border icon
* To add a border to an object using the drop down menus
* To remove a border from an object
* To set widow and orphan paragraph controls
* What are Styles?
* To use the Style List box
* To view all available styles
* To view applied paragraph styles
* To create a style using example text
* To display the ‘Styles and Formatting’ side panel
* To create a new style which will be available within all new documents
* To apply a style to a selected part of the document

**SECTIONS**

* Why use section breaks?
* To insert a section break within a document
* To delete a section break in a document

**TEMPLATES**

* What are templates?
* To find the location of the NORMAL.DOT, template file
* To edit a template
* To create a template, based on an existing document
* To create a template, based on an existing template

**COLLABORATIVE EDITING**

* To add a comment
* To remove a comment
* To display and edit comments
* To enable the tracking of changes within a document
* To view details of changes made
* To set options for tracking changes
* To accept or reject changes

**2. LAYOUT/MASTER DOCUMENTS**

* What are Master Documents?
* To create a Master Document
* Master Document icons
* To create a subdocument, based on heading styles, within a Master Document
* To add a subdocument
* To delete a subdocument

**TABLE OF CONTENTS**

* What is the ‘Table of Contents’ feature
* To use heading styles to mark Table of Contents entries
* To create a Table of Contents
* To update a Table of Contents
* To automatically update a Table of Contents when printing
* To apply formatting options to a Table of Contents
* Viewing, Updating, Unlinking, Locking and Navigating Fields
* Useful Field keyboard shortcuts
* To update a field
* To edit a field
* To lock and unlock fields
* To delete a field code

**FOOTNOTES / ENDNOTES**

* To create a Footnote or Endnote
* To delete a Footnote or Endnote
* To go to Footnotes or Endnotes (and edit them)
* To use footnote & endnote formatting options

**COLUMNS**

* What are columns?
* To create columns from existing text
* To change the number of columns
* To remove multi-column formatting
* To apply further formatting to columns
* To keep text within columns together
* To balance columns
* To use preset column formats
* To modify column width and spacing
* To change columns width using drag and drop techniques
* To insert column breaks
* To delete a column break

**3. DOCUMENT ORGANISATION/REFERENCING**

* To add a bookmark
* To ‘Go To’ a bookmark within a document
* To delete a bookmark
* What is an index entry?
* To create an index entry for a document
* To compile an index
* To edit an index entry
* What are cross-references?
* To create a cross-reference to an item on a particular page
* To update your cross-references
* To delete a cross-reference
* Insertion as a time or date field
* Inserting the time or date as text vs. insertion as a time or date field
* To insert a filename/ location field
* To use AutoText to insert the filename (and path)
* To delete a field within a form
* To protect a form

**TEXT BOXES**

* To insert a Text Box
* To delete a Text Box (and Drawing Canvas)
* To modify the Text Box size using the Format Text Box dialog box
* To modify Text Box internal margins
* To move a Text Box
* To re-size a Text Box
* To modify Text Box colours and lines
* To apply Text Box Fill Effects
* To create linked text boxes

**SECURITY**

* To set a password for a document
* To remove a password from a document

**4. DOCUMENT ELEMENTS**

**TABLES**

* To merge cells in a table
* To split cells in a table
* To split a table
* To convert tabbed text to a table
* To sort data within a table
* To sum (i.e. add) numbers within rows or columns
* To update calculations
* To perform other calculations

**FORMS**

* What are forms?
* To create a form, (and protect it)
* To password protect a form
* To edit a form
* To insert a Text Form field into a form
* To modify a Text Form field
* To insert a Check Box Form Field into a form
* To modify a Check Box Form field
* To insert a drop down menu into a form
* To create a drawing using AutoShapes
* To send to the font or back
* To send an AutoShape behind text
* To send an AutoShape from behind the text, to in front of the text
* What is grouping and ungrouping?
* To group objects
* To ungroup objects
* What is a watermark (washout)?
* To create a watermark (washout) from a picture or drawing

**CAPTIONS**

* To add an caption
* To update a caption
* To apply customised number captions to an image, table or worksheet
* To use the automatic caption option

**5. SPECIAL TOOLS**

**MAIL MERGE**

* What is Mail Merging?
* To set a criteria using Mail Merge
* To open a mail merge data source
* To edit a record in a data source
* To add a record to a data source
* To delete a record from the data source
* To insert merge fields into a document
* To sort using Mail Merge
* To merge the documents

**MACROS**

* To record a macro
* To assign a macro to a keyboard shortcut
* Storing macros within templates
* What is linking (i.e. copying) macros?
* To copy macros between templates using the Organizer
* To run a macro
* To create a custom toolbar
* To assign a macro to custom button on a toolbar

**SPREADSHEETS**

* To insert an Excel worksheet into a Word document
* To edit an Excel worksheet, embedded within a Word document
* To create a chart from a Word table
* To create a chart from worksheet data pasted into a document.
* To insert a chart using the Insert / Picture / Chart command
* To modify a chart created using the Insert / Picture / Chart command
* To change the chart type
* To modify chart formatting
* To convert a chart to a 3-D chart
* To position a chart within Word
* To modify a Drop Down Form field

**IMAGES / DRAWING**

* To insert a Drawing Object into your document
* To modify drawing object borders
* To add a border to a clipart image and modify it
* To create a drawing using the drawing tools
* The Drawing toolbar icons
* To format a drawing

**6. PRINTING/PREPARING TO PRINT**

* To print just the odd pages of a document
* To print just the even pages of a document
* To print a defined section within a document
* To print a defined number of pages per sheet

**METHODOLOGY**

**Duration:**

4 day practical sessions

**Assessment:**

Learners will have the option of completing a practical exam and obtain 75% to acquire an internationally recognized certificate.

**TARGET GROUP**

* Any individual who has completed an Ms Word Intermediate level course or works with Ms Word on a daily basis.

**BENEFITS**

* Improved efficiency in word processing tasks