BE A PRO USER WITH MICROSOFT WORD

Course: BPUW-2; Duration: 2 Days / 14 hours; Instructor-led/ remote online training
Time: 9.00am – 5.00pm
Break: 10.15am – 10.30am /3.15pm – 3.30pm
Lunch: 1.00pm – 2.00pm

AUDIENCE
This course is designed for Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who already know and want to further enhance their knowledge and practical uses of Microsoft Word.

PREREQUISITES
REQUIRED PREREQUISITES:
Basic knowledge of Microsoft Word is essential with the following pre-requisites:
- Have attended Microsoft Word – Foundation Level; OR
- Able to Create a New Document
- Able to Format and Edit Document
- Able to Apply Text Formatting
- Able to Align and Indent Text
- Able to Apply Bullets and Numbering to a List
- Able to Apply Borders to Selected Text
- Able to Set and Remove Tab Stops
- Able to Apply Styles to a paragraph
- Able to Perform Spell Check on a Document
- Able to Set Page Orientation, Paper Size and Page Margins
- Able to Apply Headers and Footers to a Document

METHODOLOGY
This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise.

COURSE OBJECTIVES
Upon completion of this program, participants should be able to:
- Manipulating Style
- Apply Paragraph Formatting
- Apply and Modify Multilevel List Formatting
- Insert Cover Page
- Insert, Edit and Remove Hyperlink
- Apply Section Breaks to a document

- Apply Different Headers and Footers
- Perform Mail Merge using the Wizard
- Perform Mail Merge Ask Field
- Add Watermark to a Document
- Apply Column Formatting to an Entire Document
- Apply Link and Hyperlink
- Insert Table of Content

COURSE OUTLINES

Module 1: Manipulating Styles in Word
- What Are Styles?
- Applying Styles
- Types of Styles
- Creating A Paragraph Style
- Creating A Character Style
- Modifying A Style
- Enabling Automatic Style Updating
- Deleting A Style

After completing this module, you will be able to:
- Formatting text characteristics such as font size, color, and alignment.
- Creating A Character Style
- Creating A Paragraph Style

Module 2: Paragraph Formatting
- Paragraph Marks
- Soft Paragraph (Line Break) Marks
- Recommended Techniques for Aligning and Indenting Text
- Aligning Text
- Indenting Paragraphs
- Applying Single or Double Line Spacing Within Paragraphs
- Applying Spacing Above or Below Paragraphs
- Using Paragraph Spacing Rather Than Using the Return Key
- Applying Bullets to A List
- Applying Numbering a List
- Modifying Bullet and Numbering Formatting
- Removing Bullet or Numbering Formatting
- Applying and Modifying Multilevel List Formatting
- Cover Pages
- Using Page Color

After completing this module, you will be able to:
- Finally understand how to format your paragraphs and make them look the way you want.
- Create bulleted or numbered lists with confidence.

Module 3: Columns
- Applying Column Formatting to an Entire Document
- Applying Column Formatting to Just 'Selected Text'
- Changing Number of Columns within a Column Layout
- Changing Column Widths and Spacing
- Using Pre-Set Column Formatting
- Inserting and Removing Lines between Columns
- Inserting Column Breaks
- Deleting Column Breaks

After completing this module, you will be able to:
- You can improve readability. When using Word, columns can break up text and make Word documents easier to read.
- Make your page more attractive and easy to read in one of the simplest ways.

Module 4: Sections
- What Are Section Breaks?
- Inserting 'Next Page' Section Breaks
- Inserting 'Odd Page' Section Breaks
- Changing the Section Break Type
- Deleting Section Breaks
- Changing Page Orientation within Sections
- Changing Page Vertical Alignment within Sections
- Changing Margins within Sections

After completing this module, you will be able to:
- Learn how to use Word's section breaks to control a document's formatting.

Module 5: Headers & Footers
- Applying Different Headers and Footers to Sections
- Applying Different Headers and Footers to the First Page
- Applying Different Headers and Footers to Odd and Even Pages

After completing this module, you will be able to:
- Adding things such as page numbers, dates, file names, and disclaimers to documents.
- Adding headers and footers with built-in, ready-made layouts or add your own custom headers and footers.

Module 6: Watermarks
- Adding a Pre-Defined Watermark
- Adding a Custom Text Watermark
- Removing a Watermark
- Modifying a Text Watermark
- Adding a Picture Watermark

After completing this module, you will be able to:
- Adding such watermarks to the pages in your Microsoft Word document and make them more attractive and to give them a professional look.

Module 7: Mail Merge
- Starting the Mail Merge Wizard
- Mail Merge Wizard - Step 1 of 6 'Select Document Type'
- Mail Merge Wizard - Step 2 of 6 'Select Starting Document'
- Mail Merge Wizard - Step 3 of 6 'Select Recipients'
- Mail Merge Wizard - Step 4 of 6 'Write Your Letter'
- Mail Merge Wizard - Step 5 of 6 Previewing Your Letters
- Mail Merge Wizard - Step 6 of 6 Printing Options
- Creating a Mailing List to Be Used Within a Mail Merge
- Merging a Mailing List to Produce Labels

Lesson 7.1: Merge Envelopes and Labels
- Merge Options for Envelopes and Labels
- Creating a Single Envelope or Label Set Up a Return Address

After completing this module, you will be able to:
- Write and send a personalized letter or e-mail to many different people at the same time.
- To create a form letter, attach it to a data source, format it, and merge the documents.
- Use it to quickly create personalized messages for hundreds of people at once.

Module 8: Hyperlinks
- Inserting Hyperlinks
- Editing a Hyperlink
- Removing a Hyperlink

After completing this module, you will be able to:
- Can enrich the experience of your readers by connecting them to other resources and adding them is a simple process.

Module 9: Linking & Embedding
- What Is Object Linking?
- Linking Data from A Document as An Icon
- Updating a Linked Document
- Breaking the Link to A Document
- Linking and Displaying the Linked Object as An Icon
- Linking and Displaying the Actual Linked Data
- Updating or Breaking an Application Link
- What Is Object Embedding?
- Embedding Data into A Document as An Object
- Editing Embedded Data
- Deleting Embedded Data

After completing this module, you will be able to:
- Copy information from one file and paste it as a linked object.
- Copy information from one file and paste it as an embedded object.
- Understand the differences between linked objects and embedded objects.

Module 10: Building Blocks (Formerly Called Auto text)
- Creating and Inserting Building Block Items
- Modifying a Building Block (Auto text) Item
- Deleting A Building Block (Auto text) Item

After completing this module, you will be able to:
- Create and use document building blocks in Word.

Module 11: Advanced Find and Replace
- Clever Ways of Using the 'Find and Replace' Facility
- Advanced Find and Replace Options Using Font Formatting
- Advanced Find and Replace Options Using Paragraph Formatting

- Advanced Find and Replace Options Using Paragraph Marks
- Advanced Find and Replace Options Using Page Breaks
- 'Paste Special' Options Using Formatted and Unformatted Text

After completing this module, you will be able to:
- To search for text with specific formatting.
- Automatically search your document using the Find feature.
- Quickly change words or phrases using Replace.

Module 12: Using A Tables of Contents, Figures & Indexes
- Creating A Table of Contents
- Updating A Table of Contents
- Creating and Updating a Table of Figures
- Marking an Index Entry
- Marking an Index Sub-Entry
- Compiling and Updating an Index

After completing this module, you will be able to:
- Create a table of contents that's easy to keep up to date.
- Apply heading styles to the text you want to include in the table of contents.
- Learn how to create an index in Word.
- Mark entries in Word and also how to change the format of the index.