

Desktop application

# MICROSOFT WORD 2007-2016 LEVEL 2



## Course content

### Working with Tables

- > Create and Format Tables
- > Working with columns of text
- > Add borders and shading
- > Table structure, height and width of cells
- > Merge, split and delete cells
- > Insert and delete rows and columns
- > Rotate text in a table
- > Sort text
- > Creating table formulae

### Paragraph Formatting

- > Tabulation settings
- > Applying Bullets

### Numbering and Text Editing

- > Find and Replace
- > Using Autocorrect
- > Using Building Blocks
- > Using Go To Page Layout
- > Headers and Footers
- > Page Numbers

### Styles

- > Applying Styles
- > Modifying Styles
- > Creating Table of Contents
- > Accessing Help Topics
- > Outline View
- > Condensing and Expanding a document
- > Moving text
- > Demoting and Promoting headings
- > Merging and Splitting table cells

### Templates

- > Use an existing template
- > Create a template Drawing Tools
- > Create and Modify Lines and Shapes
- > Create 3D Shapes and Text

## Course objectives

A basic understanding of Word is expected and attendance of our Microsoft Word Level 1 course would be an advantage.

## Course type

Instructor-led hands on training with all delegates using a computer.

## Course duration

One day

## Pre-requisites

To build on delegates existing skills and ensure that they can use Word effectively and efficiently in their work environment.