Basic Word Processing Course Outline

Delivery over one day, but can be divided up into half-day courses depending on demand for topics. The complete syllabus is equivalent to SQA Skills for Work National 5.

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Microsoft Word Overview

Working with Documents

Open, close a word processing application. Open, close documents.

Create a new document based on default template and other available templates.

Save a document to a location on a drive. Save a document under another name and another file type.

Switch between open documents.

Enhancing Productivity

Set basic options such as user name, default folder to open, save documents.

Using Tabs and ribbons and the Quick Access Toolbar.

Use magnification/zoom tools.

Use available Help functions.

Creating a Document

Entering Text

Switch between page view modes.

Enter text into a document.

Insert symbols or special characters like: ©, ®, ™.

Selecting and Editing Text

Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text. Delete text.

Spell check a document by correcting spelling errors, deleting repeated words and adding words to a built-in custom dictionary.

Select character, word, line, sentence, paragraph, entire body text.

Copy, move text within a document, between open documents.

Use the undo, redo command.

Find text and replace text.

Display, hide non-printing formatting marks.

Working with Pages

Change document orientation. Change paper size. Change document margins.

Insert a page break when adding to new pages. Delete a page break in a document.

Headers and Footers

Add, edit text in headers, footers. Add fields in headers. Apply automatic page numbering to a document.

Formatting

Text

Change text formatting: font sizes, font types, case.

Apply text formatting such as bold, italic, underline, colour.

Apply automatic hyphenation.

Paragraphs

Using alignment tools rather than inserting spaces. Align text left, centre, right, justified. Apply different line spacing within paragraphs. Insert, remove soft carriage return (line break).

Indent paragraphs: left, right, first line.

Set, use and remove tabs.

Add, remove bullets, numbers in a single level list.

Add a box border and shading/background colour to a paragraph.

Styles

Apply an existing character style to selected text and one or more paragraphs.

Use copy format tool.

Working with Tables

Table Creation

Create a table ready for data insertion.

Insert, edit data in a table.

Select rows, columns, cells, entire table.

Insert, delete, rows and columns.

Table Formatting

Modify column width, row height.

Modify cell border line style, width, colour.

Add shading/background colour to cells.

Working with Pictures and Drawings

Insert an object (picture, image, chart, drawn object) to a specified location in a document.

Select an object. Copy, move an object within a document, between open documents.

Resize, delete an object.

Mail Merge

Setting up a mail merge

Prepare a document for a mail merge.

Select a mailing list, other data file, for use in a mail merge.

Insert data fields in a mail merge main document (letter, address labels).

Merging and printing

Merge a mailing list with a letter, label document as a new file. Print the merged.

Printing

Checking and Printing

Preview a document. Edit a document in Print Preview.

Print a document from a printer using options such as entire document, specific pages, number of copies.