

Intermediate Word Processing Course Outline

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

.....

Working with Long Documents

Sections

Create, modify, delete section breaks in a document.

Change page orientation, page vertical alignment, margins for sections of a document.

Document Setup

Apply different headers and footers to sections, first page, odd and even pages in a document.

Add, modify, remove a watermark in a document.

Formatting

Text

Apply text wrapping options.

Use advanced find and replace options .

Paragraphs

Apply line spacing within paragraphs

Apply, remove paragraph pagination options.

Apply, modify outline numbering in multi-level lists.

Styles

Create, modify, update a character and paragraph styles.

Columns

Apply multiple column layouts. Change number of columns in a column layout.

Change column widths and spacing. Insert, remove lines between columns.

Insert, delete a column break.

Tables

- Apply a table autoformat style.
- Merge, split cells in a table.
- Change cell margins, alignment, text direction.
- Control how tables behave between pages.
- Sort data by one column, by multiple columns at the same time.
- Convert delimited text to a table. Convert a table to text.

Referencing

Captions, Footnotes and Endnotes

- Add a caption to an object or table. Add, delete a caption label. Change caption number format.
- Insert, modify footnotes, endnotes.
- Convert a footnote to an endnote. Convert an endnote to a footnote.

Reference Tables and Indexes

- Create, update a table of contents based on specified heading styles and formats.
- Create, update a table of figures based on specified styles and formats.
- Mark an index. Create, update an index based on marked index entries.

Bookmarks and Cross-References

- Add, delete a bookmark.
- Create, delete a cross-reference to a numbered item, heading, bookmark, figure, table.
- Add a cross-reference to an index entry.

Enhancing Productivity

Using Fields

- Insert, delete fields.
- Insert a sum formula field code in a table and format answer.
- Lock, unlock, update a field.

Forms, Templates

Create, modify a form using available form field options: text field, check box, drop-down menu.

Protect, unprotect a form.

Modify a template.

Mail Merge

Edit, sort a mail merge recipient list.

Merge a document with a recipient list using given merge criteria such as ask, if...then...else... fields.

Linking, Embedding

Insert, edit, remove a hyperlink. Link data from a document or application and display as an object, icon. Update and break a link.

Embed data into a document as an object. Edit, delete embedded data.

Automation

Apply automatic text formatting options.

Create, modify, insert and delete automatic text and text correction entries.

Record a simple macro. Run a macro. Assign a macro to a custom toolbar button.

Collaborative Editing

Tracking and Reviewing

Turn on, off track changes. Track changes in a document using a specified display view.

Accept, reject changes in a document.

Insert, edit, delete, show, hide comments/notes.

Compare and merge documents.

Master Documents

Create a new master document by creating sub documents from headings. Insert, remove a subdocument in a master document.

Use text outline/navigator options.

Security

Add, remove password protection for a document.

Protect a document to only allow tracked changes or comments.