



## Level 1 - Creating Basic Documents

**Duration:** ..... 1/2 Day  
**Mandatory Prerequisites:** ..... A working knowledge of the Windows environment and mouse skills.  
**Preferred Prerequisites:** ..... Light exposure to basic word processing skills.

### Basic Concepts ..... (20 min)

- Opening, closing and saving files
- Non-printing characters
- Common keyboard shortcuts

### Editing a Document ..... (30 min)

- Selecting text
- Inserting and deleting
- Moving and copying
- Finding and replacing text

### Proofing Tools ..... (15 min)

- Spell check
- AutoCorrect
- Thesaurus

### Formatting a Document ..... (30 min)

- Text formatting
- Paragraph formatting

- Bulleted and numbered lists
- Paragraph indenting
- Page breaks
- Page Margins
- Page Orientation

### Borders and Shading ..... (20 min)

- Adding paragraph borders
- Adding paragraph shading

### Headers and Footers ..... (20 min)

- Adding headers and footers
- Inserting useful information

### Print Preview & Printing ..... (15 min)

- Print preview
- Printing

## Level 2 - Customising Documents

**Duration:** ..... 1/2 Day  
**Mandatory Prerequisites:** ..... Sound knowledge of basic formatting, and basic word processing  
**Preferred Prerequisites:** ..... Some knowledge of adding drawing and picture objects.

### Auto Text ..... (30 min)

- Creating Auto text
- Inserting an auto text entry
- Changing auto text
- Deleting auto text entries

### Advanced Formatting ..... (45 min)

- Format font
- Format paragraph
- Drop caps
- Format painter
- Page borders

### Tables ..... (45 min)

- Inserting basic tables
- Selecting tables
- Resizing tables
- Moving tables
- Entering text into tables
- Formatting tables
- Merging and splitting cells
- Repeating heading rows
- Table auto format

### Introduction to Tabs ..... (45 min)

- What is a tab stop
- Types of tab stops
- Setting tab stops
- Moving tab stops
- Deleting tab stops
- Formatting tab stops
- Adding leaders

### Creating Columns ..... (20 min)

- Creating columns
- Formatting columns

### Customising Bullets and Numbering ..... (45 min)

- Custom Bullets
- Custom Numbering
- Outline Numbering
- Creating an outline list



## Level 3 - Advanced Document Management

**Duration:** ..... 1 Day  
**Mandatory Prerequisites:** ..... Sound understanding of formatting, headers and footers.  
**Preferred Prerequisites:** ..... The need to format different parts of a document, and create form letters.

- Sections** ..... (45 min)
  - Inserting sections
  - Altering page orientation
  - Altering headers and footers
  - Altering page numbering
- Page Setup** ..... (25 min)
  - The margins tab
  - The paper tab
  - The layout tab
- Mail Merge** ..... (45 min)
  - Creating the main document
  - Selecting a data source
  - Inserting merge fields
  - Previewing the merge
  - Finalising the merge
- Tracking Changes** ..... (60 min)
  - Enabling change tracking
  - Viewing revisions
  - Colour coding revisions
  - Consolidating revisions
  - Revision protection

- Field Codes** ..... (45 min)
  - Inserting field codes
  - Common field codes
  - Working with field codes
  - Bookmarks
- Forms** ..... (45 min)
  - Adding form fields
  - Adjusting form fields
  - Form protection
  - Entering data into a form
  - Saving form data
- Styles** ..... (60 min)
  - Using built in styles
  - Editing built in styles
  - Adding new styles
  - Style Organiser
- Table of Contents** ..... (60 min)
  - Inserting a table of contents
  - Creating an index