

Microsoft Word

	Introduction	Intermediate	Advanced
This level is for you if:	<ul style="list-style-type: none"> You have never/rarely used Word You are self-taught and think you might be doing things the long way You want to build your confidence <p>There are lots of tips and tricks at this level to make your job easier and more productive and save you time. We will build your confidence.</p>	<ul style="list-style-type: none"> You have already got to grips with the basics You want to build on what you know and make Word work harder for you and save time <p>There are lots of tips and tricks at this level to make your job easier and more productive and save you time.</p>	<ul style="list-style-type: none"> You already use Word a lot You would like to explore many of the advanced features You have to produce long documents You may be a student writing assignments or essays <p>There are lots more tips and tricks at this advanced level to make your job easier and more productive and save you time.</p>
	These levels are especially good if you have just upgraded to using Word 2007/2010/2013/2016		
Contents	<ul style="list-style-type: none"> Creating and saving a new document Printing Finding things on the ribbon Moving around the document Entering data Finding and replacing text Cut, copy and paste Changing text case Keyboard shortcuts Inserting pictures and clipart WordArt Page borders Bullet points and numbering Creating tables Quick access toolbar 	<ul style="list-style-type: none"> Working with templates Working with styles Creating a table of contents Headers and footers and working with sections Page numbering Navigating around long documents Working with pictures and shapes Using autotext Using SmartArt Using track changes Hyperlinks 	<ul style="list-style-type: none"> Creating a mail merge Envelopes and labels Emailing a mail merge Creating and using forms Book marks Cross-referencing Footnotes and endnotes Indexes captions Citations and bibliographies Comparing documents Macros Quick parts Taking screenshots Restricting editing Advanced table features