

# MS WORD – LEVEL 2



## Computer Smart TRAINING CENTRE

**Learning Outcomes:** *MS Word Level 2* takes the learner's level 1 skills and knowledge to the next level of MS Word and helps them create more intricate and varied documents. Existing skills and knowledge are enhanced by covering more advanced aspects of key topics such as formatting, tables, and lists, and new features such as merging, envelopes, sections, clip art and graphics are introduced.

**Pre-Requisites:** This course assumes prior knowledge of MS Word level 1 or have the equivalent experience. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

### Pictures:

- Understanding Pictures
- Inserting A Picture
- Selecting A Picture
- Resizing A Picture Using The Ribbon
- Resizing A Picture From The Dialog Box
- Resizing A Picture Using The Mouse
- Moving A Picture
- Deleting A Picture
- Applying Picture Styles
- Resetting A Picture
- Changing The Picture

### Drawing Shapes:

- Understanding Shapes
- Using The Drawing Canvas
- Inserting Shapes
- Selecting Shapes
- Resizing Shapes Using The Ribbon
- Resizing Shapes From The Dialog Box
- Resizing Shapes Using The Mouse
- Moving Shapes
- Deleting Shapes
- Applying Shapes Styles
- Resetting Shapes
- Changing Shapes

### Styles:

- Understanding Styles
- Applying Styles To Paragraphs
- Applying Styles To Text
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles

### Mail Merge:

- Selecting The Starting Document
- Selecting Recipients
- Writing The Letter
- Previewing The Merge
- Performing The Merge
- Printing A Single Label
- Creating A Mailing Label Main Document

### Sections:

- Inserting A Next Page Break
- Inserting A Continuous Break
- Inserting An Even Page Break
- Inserting An Odd Page Break

### Working With Building Blocks / Fields:

- Understanding Building Blocks / Fields
- Creating Quick Parts / Field  
Using Quick Parts / Fields
- Editing Quick Parts / Fields
- Deleting Quick Parts / Fields

### Headers And Footers:

- Understanding Headers And Footers
- Quick Headers And Footers
- Creating A Blank Header
- Creating A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Adding Page Numbering
- Adding Date Information
- Adding Document Information
- Formatting Headers And Footers

### Table Features:

- Creating A Table From Text
- Changing Cell Alignments
- Creating Formulas
- Updating Calculations
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Viewing Table Gridlines
- Table Properties
- Table Alignment
- Changing Text Direction
- Repeating Header Rows
- Converting A Table To Text

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## Lists:

- Understanding Lists
- Using The Bullet Library
- Defining A New Bullet
- Modifying A Bullet Definition
- Using The Numbering Library
- Defining A New Number Format
- Modifying A Number Format
- Setting The Numbering Value
- Understanding Multi-Level Lists
- Using The Multi-Level List Library
- Changing A List Level
- Defining A New Multi-Level List
- Common Multi-Level List Problems

## Templates:

- Understanding Templates
- Using An Installed Template
- Using An Online Template
- Creating A Template From Scratch
- Modifying A Template
- Using A Custom Template
- Applying A Different Template
- Creating A Template From A Template
- Copying Styles Between Templates
- Tips For Developing Templates

## \*\*\* Bonus Topics – Multiple Documents (Optional)

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Resetting The Window Position
- Thumbnails

## \*\*\* Bonus Topics – Formatting Techniques (Optional)

- Creating First Line Indents
- Creating Hanging Indents
- Inserting Right Indents
- Understanding Pagination
- Widow And Orphan Control
- Keeping With Next
- Keeping Lines Together
- Page Break Before
- Hyphenation
- Hiding Text
- Creating And Using Drop Caps
- Understanding Returns

## \*\*\* Bonus Topics – WordArt(Optional)

- Understanding Wordart
- Creating Wordart
- Editing Wordart Text
- Resizing Wordart Using The Ribbon
- Resizing Wordart Using The Dialog Box
- Resizing Wordart Using The Mouse
- Positioning Wordart
- Moving Wordart
- Applying Wordart Styles

## \*\* \*Bonus Topics – Setting Word Options (Optional)

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations