



## Computer Training: MS Word®

When you complete any of these MS Word® training courses, **you'll receive a certificate** to confirm your proficiency. You can also "pick and choose" topics from any of these courses for [Q&A sessions](#) or [Project Kickstarts](#) (no certificates issued for Q&A or Kickstart sessions). You can also [purchase the workbooks](#) for these courses separately.

### Level 1 Computer Literacy

Note: To get the most out of your instruction, we recommend that you first master the skills in our [Computer Literacy](#) course.

### Microsoft Word® Level 2

Using MS Word® is so much more efficient than typing on a typewriter! You can create attractive documents that are easy to read - and better still, easy to change and retrieve!

Average course time: 3 hours

#### You'll need:

- [Computer Literacy](#) or equivalent experience
- A working computer with Windows® installed on it
- Microsoft Word® 6.0 or higher or Microsoft Office® 97 or higher

#### You'll learn:

- Basic navigation in Microsoft Word®
- Creating, opening, and saving documents
- Typing and deleting text
- Setting up margins in a document
- Inserting page breaks
- Viewing documents in Print Layout View
- Formatting text
- Inserting and deleting tabs
- Aligning text with tabs
- Creating and formatting tables



- Printing documents
- Emailing documents

### **Microsoft Word® Level 3**

Take the next step! When you've completed this Intermediate level course, you'll feel confident and competent working with most documents that are regularly used in business.

Average course time: 3 - 4 hours

#### **You'll need:**

- A working computer with Windows® installed on it
- Microsoft Word® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft Word® Level 2](#) or equivalent experience

#### **You'll learn:**

- Using the highlighter
- Using special symbols
- Word count
- Formatting marks
- Toolbars
- AutoText and AutoCorrect
- Language, spelling and grammar
- Find and replace
- Paragraph formatting
- Bulleted and numbered lists
- Basic styles
- Basic Headers and footers
- Inserting pictures
- Editing pictures with the Picture Toolbar
- Sorting



- Envelopes and labels
- Letter wizard

## **Microsoft Word® Level 4**

If you deal with complex documents, you need more advanced skills to deal with special document formatting. And don't forget the time and work you can save by getting Word® to build the table of contents for you!

Average course time: 3 - 5 hours

### **You'll need:**

- A working computer with Windows® installed on it
- Microsoft Word® 6.0 or higher or Microsoft Office® 97 or higher
- [Intermediate Microsoft Word® Level 3](#) or equivalent experience

### **You'll learn:**

- Tables of Contents
- Indexes
- Tables of Figures
- Captions
- Bookmarks
- Cross-referencing
- Hyperlinks
- Footnotes and Endnotes
- Sections
- Columns
- Equations and Formulas
- Linking and Embedding
- Mail Merge



## Microsoft Word® Level 5

These are the skills that make you stand out at the office! If you're creating complex documents that use cross-referencing, or if you're creating documents to automate office processes for other users, this course is for you.

Average course time: 3 - 5 hours

### You'll need:

- A working computer with Windows® installed on it
- Microsoft Word® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft Word® Level 4](#) or equivalent experience

### You'll learn:

- Advanced styles
- Templates
- Advanced find and replace using wildcards, formats, and special characters
- Setting options and customizing toolbars
- Split window
- Setting default preferences in the Normal template
- Subdocuments
- Forms and fields
- Text boxes
- Autosshapes and wordart
- Passwording documents
- Drop caps and watermarks
- Backgrounds
- Document map
- Track changes and add comments
- Macros
- Creating web pages with Word®



- Document comparison
- Line numbers
- Automatic/manual hyphenation