

Microsoft Word Level Two

Smarter, Faster & Professional

One Day 8am to 12.30pm | \$295+GST per person | Maximum 2 in the class

The aim of Level Two is to teach participants how to create professional looking documents smarter and faster using Word tools and techniques. This level has a Desktop publishing vibe. These Smart tools that take a plain document to a Professional document fast including Building Blocks, AutoCorrect, Quick Parts, Fields, Graphics, and more. Participants must be completely conversant with the material covered in the Word Level One Course.

COURSE CONTENT

COVER PAGES, FIELDS and DOCUMENT THEMES

<input type="checkbox"/> DOCUMENT PROPERTIES & FIELDS	<input type="checkbox"/> WORKING WITH THE COVER PAGE GALLERY
<input type="checkbox"/> THEME COLOURS, FONTS & EFFECTS	<input type="checkbox"/> PAGE COLOURS & LAYOUT

HEADERS AND FOOTERS & COLUMNS

<input type="checkbox"/> HEADERS & FOOTERS	<input type="checkbox"/> COLUMNS & COLUMN BREAKS
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PICTURES, PHOTOS and GRAPHICS

<input type="checkbox"/> INSERTING & LINKING GRAPHICS	<input type="checkbox"/> RESIZE VISUALLY & LOCK ASPECT SPECIFICALLY
<input type="checkbox"/> TEXT WRAPPING, MOVING & POSITION	<input type="checkbox"/> CORRECTIONS; BRIGHTNESS & CONTRAST
<input type="checkbox"/> COLOR & ARTISTIC EFFECTS	<input type="checkbox"/> PICTURE STYLES & EFFECTS
<input type="checkbox"/> CROP & RESET & COMPRESS	<input type="checkbox"/> REMOVE BACKGROUND
<input type="checkbox"/> DROP CAPS	<input type="checkbox"/> WORDART
<input type="checkbox"/> TEXT BOXES	<input type="checkbox"/> SMARTART DIAGRAMS
<input type="checkbox"/> SCREEN SHOTS & CLIPPINGS & SNIPPING TOOL	<input type="checkbox"/> SNIPPING TOOL

INFOGRAPHICS

<input type="checkbox"/> ESSENTIAL RULES OF INFOGRAPHICS	<input type="checkbox"/> CREATING INFOGRAPHICS IN WORD
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WATERMARKS and HIGHLIGHTING TEXT

<input type="checkbox"/> CREATE & MODIFY PICTURE & TEXT WATERMARKS	<input type="checkbox"/> CREATE, MODIFY & REMOVE HIGHLIGHTING
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TABLES and WORKSHEETS

<input type="checkbox"/> INSERT FORMULA IN A TABLE	<input type="checkbox"/> SORT A TABLE
<input type="checkbox"/> CONVERTING TABLE TO TEXT	<input type="checkbox"/> CONVERTING TEXT TO TABLE
<input type="checkbox"/> TABLE STYLES	<input type="checkbox"/> LINK MICROSOFT EXCEL DATA AS A TABLE

CHARTS

<input type="checkbox"/> CREATING & MODIFYING CHARTS	<input type="checkbox"/> APPLYING CHART TYPES
<input type="checkbox"/> CHART ELEMENTS; LEGEND & GRIDLINES & TITLES	<input type="checkbox"/> MODIFYING CHART DATA
<input type="checkbox"/> MODIFYING CHART TITLE	<input type="checkbox"/> MODIFYING CHART AXIS TITLES

AUTOCORRECT

<input type="checkbox"/> CREATE & REMOVE AUTOCORRECT ENTRY	<input type="checkbox"/> AUTOCORRECT EXCEPTIONS
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QUICK PARTS and BUILDING BLOCKS

<input type="checkbox"/> CREATE & INSERT QUICK PARTS	<input type="checkbox"/> BUILDING BLOCK ORGANIZER
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FORMS

<input type="checkbox"/> DEVELOPERS TAB	<input type="checkbox"/> CREATE FORM CONTROLS; DROP-DOWN BOX & TEXT
<input type="checkbox"/> CREATE FORM CONTROLS; PHOTOS & TICK BOXES	<input type="checkbox"/> FORM CONTROLS PROPERTIES
<input type="checkbox"/> CREATING SECTIONS	<input type="checkbox"/> PROTECTING A FORM

TEMPLATES

<input type="checkbox"/> NEW DOCUMENT BASED ON A TEMPLATE	<input type="checkbox"/> CREATE A TEMPLATE BASED ON A TEMPLATE
<input type="checkbox"/> USER AND WORKGROUP TEMPLATE LOCATION	<input type="checkbox"/> CREATE A TEMPLATE BASED ON A DOCUMENT
<input type="checkbox"/> APPLYING A TEMPLATE TO AN EXISTING DOCUMENT	<input type="checkbox"/> MANAGING TEMPLATES WITH THE ORGANIZER

ENVELOPES and LABELS

<input type="checkbox"/> CREATE ENVELOPE	<input type="checkbox"/> CREATE LABEL OR SHEET OF THE SAME LABEL
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MAIL MERGE

<input type="checkbox"/> MAIL MERGE LETTERS	<input type="checkbox"/> QUERYING A MAIL MERGE
<input type="checkbox"/> MAIL MERGING ENVELOPES	<input type="checkbox"/> MAIL MERGING LABELS
<input type="checkbox"/> MAIL MERGE WITH EXCEL WORKSHEET	<input type="checkbox"/> MAIL MERGE WITH OUTLOOK OR MS ACCESS

SEND and SHARE DOCUMENTS

MICROSOFT WORD SHORTCUT KEYS