



Word Modules

Formatting Text

A look at all the ways the words themselves can be formatted.

- Fonts
- Colours
- Bold, underline, etc.

Formatting Paragraphs

Control spacing between paragraphs, how text is aligned, add bullets and numbers to lists and more.

- Bullets, Numbering
- Borders and Shading
- Alignment
- Spacing

Page Setup

Control the overall properties such as margins, number of columns and orientation of the document

- Page orientation
- Margins
- Columns

Styles

Styles are collections of formats that can be applied to any text in your document.

- Text Styles
- Paragraph Styles
- Managing Styles

Headers and Footers, Page Numbers and other Fields

Add headers and footers plus other special fields such as page numbers

- Working with Headers and Footers
- Insert Page numbers
- Introduction to other Word Fields

Sections

Sections are ways of dividing a document into several parts (sections). The sections can have different Page Setup.

- Section breaks
- Working with Sections



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Working with Tables

Tables can be used for more than just presenting data; it can also be used to align graphics and other objects.

- Inserting, modifying
- Table Formatting, Styles

Working with Graphics

A look at how to insert and control the display of graphics.

- Inserting Images
- Place and Resize
- Text wrapping

Viewing Documents

There are several ways to view a document while working on it.

- View types
- Navigation Pane
- Multiple Windows

Mail Merge

Create mass mailings based on a list of data and a single word document.

- Use Mail Merge
- Create Labels and Envelopes

Templates

Templates contain preset formatting and pre-entered text. There are multiple templates available online.

- Finding and using Templates
- Saving document as Template

Protecting Documents

Protect your document to avoid end user making unwanted changes to a document.

- Make document Read Only
- Password protect documents
- Restrict entry and formatting
- Using Forms



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Working with long document

Long documents require features such as table of content, indexes and cross-references.

- Table of Content
- Footnotes and Endnotes
- Citations and Bibliography
- Adding an Index
- Captions
- Cross referencing

Collaboration

Work as a team on a document, track changes made and accept or reject changes.

- Comments
- Track changes
- Compare and Combine documents

Auto Correct

Auto Correct is a feature that automatically corrects typos as users type. The feature can also be used insert larger amounts of text via short cuts.

- Control how Auto Correct works
- Use Auto Correct as shortcuts