Software Solutions
Microsoft Word Level Two
Smarter, Faster & Professional

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

☐ DOCUMENT PROPERTIES & FIELDS	☐ WORKING WITH THE COVER PAGE GALLERY
☐ THEME COLOURS, FONTS & EFFECTS	☐ PAGE COLOURS & LAYOUT

HEADERS AND FOOTERS & COLUMNS

☐ HEADERS & FOOTERS	☐ COLUMNS & COLUMN BREAKS

PICTURES, PHOTOS and GRAPHICS

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

INFOGRAPHICS

☐ ESSENTIAL RULES OF INFOGRAPHICS	☐ CREATING INFOGRAPHICS IN WORD

WATERMARKS and HIGHLIGHTING TEXT

☐ CREATE & MODIFY PICTURE & TEXT WATERMARKS	☐ CREATE, MODIFY & REMOVE HIGHLIGHTING

TABLES and WORKSHEETS

☐ INSERT FORMULA IN A TABLE	☐ SORT A TABLE
☐ CONVERTING TABLE TO TEXT	☐ CONVERTING TEXT TO TABLE
☐ TABLE STYLES	☐ LINK MICROSOFT EXCEL DATA AS A TABLE

CHARTS

☐ CREATING & MODIFYING CHARTS	☐ APPYING CHART TYPES
☐ CHART ELEMENTS; LEGEND & GRIDLINES & TITLES	☐ MODIFYING CHART DATA
☐ MODIFYING CHART TITLE	☐ MODIFYING CHART AXIS TITLES

AUTOCORRECT

☐ CREATE & REMOVE AUTOCORRECT ENTRY	☐ AUTOCORRECT EXCEPTIONS

QUICK PARTS and BUILDING BLOCKS

☐ CREATE & INSERT QUICK PARTS	☐ BUILDING BLOCK ORGANIZER

FORMS

☐ DEVELOPERS TAB	☐ CREATE FORM CONTROLS; DROP-DOWN BOX & TEXT
☐ CREATE FORM CONTROLS; PHOTOS & TICK BOXES	☐ FORM CONTROLS PROPERTIES
☐ CREATING SECTIONS	☐ PROTECTING A FORM

TEMPLATES

☐ NEW DOCUMENT BASED ON A TEMPLATE	☐ CREATE A TEMPLATE BASED ON A TEMPLATE
☐ USER AND WORKGROUP TEMPLATE LOCATION	☐ CREATE A TEMPLATE BASED ON A DOCUMENT
☐ APPLYING A TEMPLATE TO AN EXISTING DOCUMENT	☐ MANAGING TEMPLATES WITH THE ORGANIZER

ENVELOPES and LABELS

☐ CREATE ENVELOPE	☐ CREATE LABEL OR SHEET OF THE SAME LABEL

MAIL MERGE

☐ MAIL MERGE LETTERS	☐ QUERYING A MAIL MERGE
☐ MAIL MERGING ENVELOPES	☐ MAIL MERGING LABELS
☐ MAIL MERGE WITH EXCEL WORKSHEET	☐ MAIL MERGE WITH OUTLOOK OR MS ACCESS

SEND and SHARE DOCUMENTS

MICROSOFT WORD SHORTCUT KEYS