

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Produce and store a document
- * Access and retrieve data for editing
- * Edit simple text to a required format and layout
- * Organise and maintain text in a table
- * Edit text using productivity features
- * Produce complex documents to a required format and layout
- * Create a standard document using an existing template

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, ie: an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

GETTING STARTED

- * Start and use Word 97
- * Work with toolbars
- * Add text to your document
- * Save, close and open documents
- * Exit Word 97

BASIC FEATURES

- * Create documents
- * Work with multiple documents
- * Move through documents
- * Work with different views
- * Select and edit text
- * Use the speller and grammar functions
- * Use the thesaurus
- * Understand hyphenation
- * Print a document

FORMATTING

- * Change text using different formatting features
- * Work with fonts
- * Change paragraph formatting
- * Use indenting
- * Create bullets and numbering points
- * Add borders and shading to documents

PAGE FORMATTING

- * Change the document using page layout
- * Move and copy text
- * Work with the Clipboard
- * Add tabs

GRAPHICS

- * Add, delete and position graphics
- * Insert special characters
- * Create headings using WordArt

TABLES

- * Create a table a number of different ways
- * Work within a table
- * Change the appearance of a table
- * Nest and position tables
- * Calculate in a table

TIMESAVERS

- * Finding and replacing text, formatting, special characters and non-printing elements
- * Use the format painter
- * Automatically correct text
- * Automatically format text
- * Change text case
- * Insert text objects
- * Create hyperlinks
- * Insert date and time
- * Generating a Mail Merge

SECTIONS, HEADERS AND FOOTERS

- * Work with sections in a document
- * Create and edit headers and footers

TEMPLATES

- * Use templates to create a document
- * Use template wizards to create a document
- * Create letters using the letter wizard

CUSTOMISING WORD

- * Customise Word 97
- * Help and the Office Assistant