

# Microsoft Word

## Word Beginner

### Session 1: Getting Started

- Navigating Word
- Creating, saving and opening documents
- Moving around a document
- Entering text
- Basic text selection
- Using Undo and Redo

### Session 2: Formatting

- Fonts
- Font Size
- Emphasis (Bold, Italics, Underline)
- Font colours
- Text alignment
- Changing case
- Styles

### Session 3: Basic Editing

- Moving text
- Cut, Copy and Paste
- Paste Special
- Find and Replace
- Symbols and Special Characters
- Page Breaks
- Proofing & Editor
- Page Setup

### Session 4: Working with Images

- Inserting images and icons
- Wrapping text
- Manipulating images
- Alignment guides
- Formatting an image

## Word Intermediate

### Session 1: Templates and Styles

- Online templates
- Creating a template
- Modifying templates
- Themes
- Style Gallery
- Using Styles
- Creating and modifying Styles

### Session 2: Working with Tables

- Inserting a table
- Adding and editing text content
- Adding rows and columns
- Borders and Shading
- Manipulating cells
- Auto-formatting

### Session 3: Page Formatting

- Working with sections
- Adding columns
- Page vs Section Breaks
- Headers and Footers
- Adding dynamic information
- Contents pages
- Watermarks

### Session 4: Mail Merge

- Getting started
- Managing recipients
- Sorting and filtering recipients
- Printing and emailing a Mail Merge
- Envelopes and labels