

This course is suitable for those who are currently using MS Word on a regular basis but may not have attended formal training recently or may never have attended training. It is also the next step for those who have already completed Word Level One and would like to explore further functionality available within MS Word. **You should have a good working knowledge of Word before attending this training, if this is not the case, please complete the Word Level One course prior to attending this Level Two programme.**

We will begin the day with an overview of some of the Level One topics. This will act as a recap for those who have already attended Level One, and will ensure that the experienced users who have not attended Level One become more aware of the use of Speed Keys etc. Some of the topics covered on this course include creating basic headers & footers, setting up different sets of headers, footers & page numbering within the same document and how to overcome some problems that are encountered. Learn to layout your document in a more professional manner using tables and also look at performing calculations in tables among others.

Recap of Level One Topics

- ✓ Overview of Speed Keys from Level One to perform everyday tasks more quickly
- ✓ Quick Editing Tips
- ✓ Formatting Tips and Speed Key
- ✓ Using the Clipboard Task Pane to Move & Copy text.

Tricky Topics from Level One

- ✓ Setting Indents
- ✓ Setting and Using Tab Stops – How should they be used?

Document Control

- ✓ Page Breaks
- ✓ Changing Margins
- ✓ Changing the Page Setup
- ✓ Section Breaks
- ✓ Different Page Settings in the same document

Headers and Footers

- ✓ Creating Headers and Footers
- ✓ Page Numbering
- ✓ Different First Page
- ✓ Odd and Even Headers and Footers
- ✓ Alternating Headers and Footers (Sections)

Tables

- ✓ Creating a table
- ✓ Moving within a table
- ✓ Formatting a table
- ✓ Inserting / Deleting Rows and Columns
- ✓ Resizing Columns
- ✓ Setting tabs in a table
- ✓ Borders and Shading in Tables

Advanced Table Features

- ✓ Sorting within a table
- ✓ Calculations in tables
- ✓ Copying Formulae
- ✓ Editing Formulae
- ✓ Recalculating Formulae

Enhancing Overall Document Appearance

- ✓ Paragraph Borders And Shading
- ✓ Page Borders

Working Toolbars

- ✓ Displaying / Hiding Toolbars
- ✓ Floating v.'s Anchored Toolbars
- ✓ Customise existing Toolbars
- ✓ Creating New Toolbars