

Word: Module II

This instructor-led course presents intermediate concepts of Word. Students will be introduced to Word features and the steps required to use the features correctly. The Learning Guide includes a CD containing the exercise files used in class.

Course Length: 1 day

Prerequisites: Word: Module I

What's in Word: Module II?

This course teaches students how to use templates; create letters, envelopes, and labels; use styles; use outlines; use headers and footers; create and use tables; format tables; work with columns; and use graphic elements in documents.

Why do I need Word: Module II?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of intermediate Word features.
- ✓ Provides hands-on experience using Word.

Course Outline**Lesson 1:** *Reviewing the Basics***Lesson 2:** *Using Templates*

- ✓ Using Existing Templates
- ✓ Creating Templates
- ✓ Deleting Templates

Lesson 3: *Creating Letters, Envelopes, and Labels*

- ✓ Creating Letters
- ✓ Creating Envelopes
- ✓ Creating Mailing Labels

Lesson 4: *Using Styles*

- ✓ Applying Styles
- ✓ Defining Styles
- ✓ Modifying Styles
- ✓ Deleting Styles

Lesson 5: *Using Outlines*

- ✓ Creating Outlines
- ✓ Collapsing and Expanding Outlines
- ✓ Formatting Documents in Outline View
- ✓ Editing Documents in Outline View

Lesson 6: *Using Headers and Footers*

- ✓ Creating Headers and Footers
- ✓ Creating First Page Headers and Footers
- ✓ Alternating Headers and Footers
- ✓ Working with Page Numbering

Lesson 7: *Creating and Using Tables*

- ✓ Creating Tables
- ✓ Entering Text into Table Cells
- ✓ Performing Calculations on Table Data
- ✓ Moving Tables

Lesson 8: *Formatting Tables*

- ✓ Changing Column Widths and Row Heights
- ✓ Formatting Table Text
- ✓ Using Borders and Shading with Tables

- ✓ Using Table AutoFormat

Lesson 9: *Working with Columns*

- ✓ Inserting Section Breaks
- ✓ Formatting Sections as Multiple Columns
- ✓ Entering and Editing Text in Columns
- ✓ Formatting Columns
- ✓ Removing Columns and Section Breaks

Lesson 10: *Using Graphic Elements in Documents*

- ✓ Creating and Modifying Lines and Objects
- ✓ Using Bitmap Pictures in Documents
- ✓ Using Clip Art Pictures in Documents
- ✓ Using WordArt
- ✓ Creating Watermarks
- ✓ Using Borders and Shading