

Training@ CÓRAS IT

MS Word: Outline

Word 1

Selecting text – multiple methods

Formatting text, font, size, underlined etc – Undoing changes

Moving text, cutting, pasting, dragging etc

Starting a new document

Formatting paragraphs: alignment, indents, spacing

The views menu and print preview

Tabs: setting – what text is affected, types of tab (left, right, decimal)

Page set-up – margins, portrait v landscape, distinction between margins and indents

Headers and footers – basics

The 3 levels of changes, page, paragraph, character

Typical errors

Using the 'format painter'

Borders and Shading

Bullets and Numbering

Text colour

Headers and footers & Page numbers

Word 2

Review of work done in earlier session.

Working with tables

Converting text to table and vice versa

Modifying a table – further borders and shading.

Sorting text in a table

Autotext

Mail merge and labels

Working with styles: Applying, creating, modifying

Working with templates: using / setting up/ saving

Working with outline view