

Goals and Objectives

Goals

- a. To introduce and develop the users understanding of some of the more complex features of Microsoft Word.

- b. To improve the users knowledge of the various tools provided within Word and, thus, improve the efficiency with which they produce large as well as small documents.

Objectives of this course

After completing this course the user will be able to:

1. use templates within Word;
2. save a document as a different file type as specified;
3. insert and edit charts within a document;
4. apply styles to text in a document;
5. use the Format Painter tool;
6. insert page numbers;
7. insert page breaks;
8. create and update a table of contents;
9. insert and format headers and footers in a document;
10. perform mail merge with a main document.
11. format the spacing both within and between paragraphs;
12. apply automatic hyphenation to a document;
13. customising user preferences such as save version, default file location etc;
14. insert a clipart image, a picture from specified area and various drawing objects into a document, resizing these and moving them as required;

All of the above will be done using Microsoft Word.