

Microsoft Word Curriculum

Day One – Word Basic

- Creating a Document
 - Getting Started with Word
 - Creating a Document
 - Working with an Existing Document
 - Editing a Document
 - Replacing Text in a Document
- Changing the Look of Text in a Document
 - Changing the Appearance of Text
 - Formatting Text as You Type
 - Changing the Appearance of a Paragraph
 - Creating and Modifying a List
- Changing the Look of a Document
 - Changing the Design of a Document with Templates
 - Changing the Way Each Page Appears in a Document
 - Changing the Look of a Document with Styles
 - Changing the Look of a Document with a Theme
- Proofreading and Printing a Document
 - Checking the Spelling and Grammar in a Document
 - Previewing and Printing a Document
- Presenting Information in Tables and Columns
 - Presenting Text in a Table
 - Formatting Text in a Table
 - Working with Data in a Table
 - Presenting Text in Columns

Day Two – Word Intermediate

- Working with Graphics
 - Creating a Diagram
 - Inserting and Modifying :Pictures
 - Aligning Text and Pictures
 - Creating WordArt
 - Drawing and Modifying Shapes
- Working with Charts
 - Adding a Chart to a Document
 - Modifying the Appearance of a Chart
 - Importing Data into a Chart
- Collaborating with Others
 - Tracking and Managing Changes in a Document
 - Comparing and Merging Documents
 - Reviewing Comments in a Document
 - Protecting a Document
 - Sending a Document for Review Using E-Mail

Day Two – Word Intermediate - Continued

- Working with Documents on the Web
 - Creating a Web Document Containing Links
 - Modifying a Web Document
 - Attaching a Digital Signature
- Customizing Word for the Way You Work
 - Customizing Menus
 - Customizing Toolbars
 - Automating Task Using Macros
 - Customizing Macro Tasks

Day Three – Word Advanced

- Creating Form Letters and Labels
 - Understanding Mail Merge
 - Preparing Data for a Form Letter
 - Selecting Data for a Form Letter
 - Creating a Form Letter
 - Merging Data with a Form Letter
 - Creating and Printing Labels
- Creating Forms
 - Creating a Form Document
 - Modifying and Using a Form Document
- Working with Footnotes and Bookmarks
 - Adding Footnotes and Endnotes
 - Revising Footnotes and Endnotes
 - Changing the Note Separator
 - Navigating a Document
 - Managing Master Documents and Subdocuments
- Working with Tables of Contents and Indexes
 - Creating and Modifying a Table of Contents
 - Marking Entries for an Index
 - Creating and Modifying an Index