Word Level 2

Course Description
Students will learn intermediate Word skills. Students will learn how to work with styles, work with sections and columns, format tables, print labels and envelopes, use templates, manage document revisions and use Web features.

Prerequisites
Word Level 1 or equivalent knowledge.

Study Methods
Flexible Learning or Group Training.

What Next?
Word Level 2 is the second course in this series. Word Level 3, the next course in this series, teaches students advanced features of Microsoft Word.

Course Content

Lesson 1: Styles
Examining formatting
Creating styles
Modifying styles
Outlining
Using Full Screen Reading view

Lesson 2: Sections and columns
Creating and formatting sections
Working with columns

Lesson 3: Formatting tables
Table formatting basics
Borders and shading
Table data
Table styles

Lesson 4: Printing labels and envelopes
Labels
Envelopes

Lesson 5: Templates and building blocks
Template basics
Building blocks
Document properties

Lesson 6: Graphics
Diagrams
Drawing tools
Formatting text graphically

Lesson 7: Managing document revisions
Tracking changes in a document
Working with comments

Lesson 8: Web features
Web pages
Hyperlinks