

# Word - Level 2

**Category:** Microsoft Office, Microsoft Word

## Overview of Level 1 Course

- Recap of the Level 1 Course
- Shortcuts and Tips from the Level 1 Course

## Advanced Tables

- Creating Tables
- Merging and Splitting Cells
- Locking the Row Height
- Setting Tabs in Tables
- Splitting Tables
- Drawing Tables
- Rotating Text in Tables
- Borders and Shading
- Calculations in Tables

## Forms

- Creating Text Form Fields
- Creating Check Box Form Fields
- Creating Drop Down Form Fields
- Protecting the Form
- Saving as a Template

## Working with Long Documents

- Working with Paragraph Styles

- Working with Text Styles
- Introduction to Section Breaks
- Page Layout Properties
- Inserting Comments
- Creating Bookmarks
- Comparing Documents

## **Headers and Footers**

- Inserting Page Numbers
- Inserting Filenames
- Using Section Breaks to Renumber Pages

## **Columns**

- Creating Newspaper Columns
- Formatting Columns

## **Frames and Pictures**

- Inserting Pictures and SmartArt Graphics
- Sizing and Moving Graphics
- Controlling the Text Wrapping around Graphics

## **Mail Merge**

- Setting up the Data File
- Setting up the Letter
- Merging the Information

## **About SquareOne**

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

## **Who should attend?**

This course is designed for users who wish to improve on their existing Word skills to produce more professional documents and collaborate with other MS Applications.

## **Prerequisites**

Delegates should have either attended the Word level 1 course or be an existing Word user.

## **Course Objectives**

This course is for delegates who would like to learn some of the more complex features of Microsoft Word such as Forms, Mail Merge and Column Formatting. By attending this course, you will increase your confidence when using Microsoft Word so that you become more efficient when creating and editing documentation.

## **Course Duration**

Duration: 1 Day

Timings: 9:30 - 16:30

## **Course Contents**

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

## **Training Locations**

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We can also provide in-house training solutions at your office in any location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

## **Software Versions**

We offer training solutions for all versions of Word - 2003, 2007, 2010, 2013 and 2016.

## **Related Courses**

- Word Level 1
- Word Level 3

## **BOOKING**

To discuss course contents and booking arrangements, please call SquareOne on:

**T:** +44 (0)151 650 6907

**E:** [enquiries@squareonetraining.com](mailto:enquiries@squareonetraining.com)