



# Word 2010 Level 2

## Presenting information

### 3 hours

---

#### Is this course for you?

You are familiar with creating, editing and saving simple documents using Microsoft Word and now want to improve layout of your documents using tables, bullets, borders and paragraph formatting.

#### Pre-requisites

The course assumes that delegates are familiar with:

- basic Windows operations, such as using a mouse and opening and saving files
- creating Word documents
- selecting, inserting, editing and formatting text in Word

#### Course duration

3 hours, including a 15 minute break

#### Course objectives

At the end of the course, you will be able to layout information in Word in more creative and appealing ways. Your documents will be easier to read and understand. Among the techniques you'll learn about are using paragraph formatting to change text layout and spacing, using bullets and numbering, and adding borders and shading to text for emphasis. You will also learn how to present information using a table and how to layout and format the table for best results.

A handout covering the main course topics will be provided.

---

#### Format paragraphs

- Understand margins and indents
- Change paragraph indents
- Add an extra indent to the first line of a paragraph
- Add spacing before and after paragraphs

#### Use borders and shading for emphasis

- Add borders to a paragraph
- Change the style, colour and weight of paragraph borders
- Turn parts of the border off
- Add shading to a paragraph

#### Add a border to a page

- Add a border round the edge of a page
- Use decorative page borders
- Troubleshoot page borders

#### Use bullets

- Add bullets to a list
- Adjust how bulleted lists are indented
- Change the bullet being used

#### Number a list

- Number items in a list
- Restart and stop numbering
- Change numbering format

#### Create Outline Numbered lists

- Apply outline numbering
- Change numbering level

#### Present information in a table

- Create a table in a document
- Add data

#### Change table layout

- Insert and delete rows and columns
- Change cell height and width
- Merge and split cells
- Add borders and shading
- Repeat table headings over several pages
- Use a table to layout a whole page

#### Sort information

- Sort rows in tables
- Sort lists of text

---

**This is a provisional course outline and may change**