

## Microsoft Word : ECDL Standard

### 1 Getting started

#### Aims of this session

This session aims to introduce the basic features of Word, enabling you to create basic documents and edit existing documents. This will introduce some features which are common to all Office applications.

On completing this session you will be able to

- Start Word, and close it down when you are finished
- Create new and open an existing document to make amendments
- Adjust basic settings such as document views and displaying toolbars
- Insert, select, copy, move and delete text
- Search and replace text
- Save your document
- Use the help facility

### 2 Formatting and Tables

#### Aims of this session

To enable you to change the size and look of text, and to select specific pieces of text for alteration. Also to develop an understanding of how to create tables and apply formatting to cells, rows, columns or tables.

On completing this session you will be able to

- Change how the text looks by changing font, size, type and colour
- Change margins and alignment and adjust line spacing
- Use lists and indentation
- Copy formats
- Create and format tables
- Sort table data

### 3 Finishing and printing

#### Aims of this session

To enable you to change the look of your documents, to give professional results. You will develop an understanding of the use of styles and introduce sections, headers and footers. It will enable you to understand the print options and use print preview to prepare for printing.

On completing this session you will be able to

- Apply styles and use them effectively
- Add headers and footers (text which prints at the top and bottom of every page) including page numbers
- Modify page orientation and size
- Preview a document
- Use print options

## 4 Pictures, Images and Importing

### Aims of this session

To enable you to enhance documents with graphics, to understand the drawing tools provided and to be able to insert and manipulate image files.

On completing this session you will be able to

- Add images from a file to a document
- Move and resize images in a document
- Create and format graphics in a document using autoshapes
- Insert spreadsheets and charts into a document

## 5 Mail merge

### Aims of this session

To allow you to set up mailing lists and to merge them with pre-prepared documents e.g. to send the same letter to the people on your list.

On completing this session you will be able to

- Create a file for use as a mailing list
- Merge the list with a letter
- Merge the list with address labels