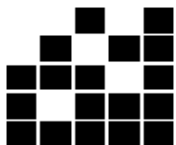


Word Level 2

Audience	This course is for people who are familiar with Microsoft Word and Windows. They should be able to create documents and perform basic editing including selecting text, copying, deleting, and inserting. They should be familiar with the basic formatting capabilities of the program including character and paragraph formatting.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to increase the student's skills using Word. The skills needed to perform sophisticated formatting manually and with styles, and to create and use templates and AutoText are covered.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ position text with tabs,■ perform advanced character, paragraph, and page formatting,■ use sections for complex page formatting,■ create different headers in sections,■ create and revise templates,■ change the Normal template,■ create, revise, and delete AutoText,■ create a style by example,■ apply styles to formatted text,■ revise and save styles.
Length	1 day
Beyond This Level	When you have successfully completed this class, the next class you should consider is Word Level 3. It covers mail merge tools; macros; fields and forms; graphics, charts, and diagrams; and document-sharing features.. A variety of other topics may be covered depending on student interest.. Be sure to leave time for practice before taking the next level.

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|---|-------------------------------|
| I. Advanced Formatting Techniques | D. Changing Paragraph Indents |
| A. Changing Font Size and Spacing | E. Using Format Painter |
| B. Using Hyphenation and Special Characters | F. Controlling Pagination |
| C. Setting Paragraph Spacing | G. Positioning Text with Tabs |



II. Working with Sections and Columns

- A. What is a Section?
- B. Inserting and Removing Section Breaks
- C. Changing Page Setup in a Section
- D. Creating Headers and Footers in Sections
- E. Changing Headers and Footers by Section
- F. Setting Multiple Columns
- G. Modifying Column Formatting

III. Templates

- A. What is a Template?
- B. Starting a Document with Normal Template
- C. Starting a Document with a Custom Template
- D. Changing the Normal Template
- E. Creating a Template
- F. Saving Templates
- G. Revising a Template
- H. Deleting a Template (Optional)
- I. Adding Global Templates (Optional)
- J. Using Wizards

IV. AutoText

- A. What is AutoText?
- B. Creating an AutoText Entry
- C. Inserting Text using AutoText
- D. Printing AutoText Entries
- E. Editing or Deleting an AutoText Entry
- F. Saving AutoText Entries
- G. Storing AutoText in a Specific Template (Optional)

V. Basic Styles

- A. What are Styles?
- B. Creating a Style from a Preformatted Paragraph
- C. Applying a Style
- D. Changing a Style
- E. Changing Default Normal Style (Optional)
- F. Saving Styles to a Template (Optional)
- G. Using AutoFormat
- H. Creating a Style from Scratch
- I. Printing a Style List
- J. Deleting and Renaming Styles

Appendix A - Customizing the Program and Using File Properties

Appendix B - Revision Marking

Appendix C – Using Find and Replace

Appendix D – Ruler Settings