BSCL - Learning Path for MS Word

Prerequisites	Beginner		Intermediate		Advanced		Power User
Gradual Learning Track	Creating Simple Documents (0.5 day) Entering and editing text Using cut, copy and paste Basic text and paragraph formatting Preparing a document for printing		Skill Set: Able to create documents with headers, footers page numbers and multiple sections. Proficient with paragraph formatting. Able to use tables for formatting. Can perform a mail merge.		Skill Set: Able to format large documents using styles for paragraph and text formatting. Proficient using numbered and bulleted lists. Able to manage document flow and page breaks. Able to manage table of contents and pictures.		Skill Set: Able to create templates for others to use including setting the standards for document formatting. Able to reformat large documents and troubleshoot document problems. Can create macros to automate document templates
	Paragraph indents, a Using bulleted a Managing Creating col Using basic headers, fo		AVT (() 5 day)		cument Layout Working With G		raphics (0.5 day)
S			d numbered lists age breaks imns of text	Working with sections Inserting a la	d modifying styles s, headers and footers ndscape page g table of contents	Managing grap Adding captions a	s into a document hics on the page ind table of figures rks and SmartArt
Basics			Focus on Tables (0.5 day)		Reviewing Documents (0.5 day)		
			Creating and modifying tables Working with long tables Performing calculations in tables		Using track changes Comparing documents and using windows Managing documents in Outline View		Creating Documents for Others (0.5 day) Creating and using online forms
Office			Focus on Mail Merge (0.5 day) Creating mail merge documents Modifying mail merge documents				Adding and updating document fields Using Autotext Creating and using document templates Creating basic macros
					Taming Troublesome Reports (0.5 day)		Report Writing (1.0 day)
	Paragraph formatting Creating and using tabs Introducing styles and table of Creating templates		formatting d using tabs nd table of contents		Recognising document issues Troubleshoot styles and table of contents Controlling page breaks Managing headers and footers Working between applications		Attendees must be proficient in intermediate topics Formatting large documents Creating and using styles and templates Tracking changes
	Using Ot		utline View				Using document references and master documents
ard ing k	Introduction (1.0 day)		Intermediate (1.0 day)		Advanced	<u> </u>	VBA for Applications (2.0 days)
Standard Learning Track	Understanding the Word workspace Entering and editing documents Formatting text and paragraphs Copying and moving text Printing and previewing documents		Working with sections and pages Using headers and footers Formatting with styles Creating and modifying tables Using Mail Merge		Using paragraph flow formatting Creating and modifying styles Creating forms and templates Using table of contents, bookmarks and index Introducing macros		Attendees should be familiar with macros Recording macros Using Visual Basic to program macros