



Word - Level 2

Description

Develops the learner's ability to create word-processed documents: entering text, editing and formatting work, using graphs, tables and pictures for a professional finish, and effectively using tools such as the spell-checker and mail merge.

Skills Required

This Word course is suitable for those people who are already users and are at an Intermediate level of Word. It is for people who would like to further their knowledge of the package and create professional documents with Word.

Units

- ◇ Edit and Check Text Layout
- ◇ Format Text and Styles
- ◇ Borders
- ◇ Images
- ◇ Symbols and Fields
- ◇ Tables
- ◇ Columns
- ◇ Mail Merge

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

**Riverside Innovation Centre,
1 Castle Drive,
Chester CH1 1SL**

www.cdsacademy.co.uk



Word Level 2 Course Content

Edit and Check Text Layout

- Insert Page Breaks
- Delete Page Breaks
- Create a Section Break
- Find and Replace
- Hyphenation

Format Text and Styles

- Change Case
- Tabulation
- Line Spacing
- Widows and Orphans
- Keep Lines Together
- Customise Bullets and Numbering
- Superscript and Subscript - Font Effects
- Apply, Create and Modify Styles

Borders

- Page, Text and Art Borders
- Change Line Colour of a Border
- Add Shading to Text
- Add Shading to a Table

Images

- Insert Images
- Text Wrapping
- Re-size an Image
- Amend the Size and Scale of an Image
- Move and Copy Images
- Insert and Image stored as a File
- Add a Border to an Image
- WordArt
- Watermarks

Symbols and Fields

- Insert a Symbol
- Insert a Field
- Automatic Date and Time Fields

Tables

- Create a Table
- Insert a Row or Column
- Change the Width of a Column
- Delete Table Elements
- Amend Grid Line colours
- Remove Grid Lines
- Align Text within a Table
- Convert Text to a Table

Columns

- Create Columns
- Spacing between Columns
- Column Breaks

Mail Merge

- Create a Recipients List
- Start Mail Merge
- Select Recipients
- Insert Merge Fields
- Finish and Merge



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