

Word Processing Level 2	
<p>Session 1</p> <p>Wednesday 07/10/20 12:00-13:00 <i>or</i> 17:00-18:00</p>	<p>Word Basics:</p> <ul style="list-style-type: none"> • Understanding components of Word • Editing text • Moving and copying text • Saving and printing a document • Using the Find tool • Using the Spell Checker • Using the Help feature
<p>Session 2</p> <p>Wednesday 14/10/20 12:00-13:00 <i>or</i> 17:00-18:00</p>	<p>Formatting and Document Layouts:</p> <ul style="list-style-type: none"> • Simple Text Formatting • Enhancing Text Layout • Modifying Text Layout • Adding Headers and Footers/ inserting Automatic Fields • Changing Document Views
<p>Session 3</p> <p>Wednesday 21/10/20 12:00-13:00 <i>or</i> 17:00-18:00</p>	<p>Creating and Formatting Tables:</p> <ul style="list-style-type: none"> • Working with rows, columns and cells • Specify height, width for rows and columns • Alignments within tables • Working with borders and line colour/weight • Looking at pre-defined styles
<p>Session 4</p> <p>Wednesday 28/10/20 12:00-13:00 <i>or</i> 17:00-18:00</p>	<p>Working with Objects:</p> <ul style="list-style-type: none"> • Insert pictures, images, charts and Excel files onto a specified location within a document • Using text wrapping with objects and images • Copy and move objects within a document/multiple documents • Resizing and deleting objects • Inserting shapes and applying shape fill and shape borders
<p>Session 5</p> <p>Wednesday 04/11/20 12:00-13:00 <i>or</i> 17:00-18:00</p>	<p>Working with Mail Merge:</p> <ul style="list-style-type: none"> • Open, prepare a document for mail merge • Create a mailing list for use in a mail merge • Working with data fields • Mail merge for labels • Merging as a new file and printing options