

Level 2 Word

Working with documents

View documents

This section covers items like:

- Changing the view of a document
- Adjusting the zoom of a document
- Viewing two parts of the same document at once
- Arranging windows and switch between them to view and edit more than one document at once

Navigate documents

This section covers items like:

- Using the Go To feature to jump to a particular page
- Browsing a document by a specific element

Use the Document Navigation pane

This section covers items like:

- Moving around your document
- Rearranging the content of your document
- Searching for words or other items in your document

Use document properties

This section covers items like:

- Changing a document's properties
- Searching for a file to open using document properties

Save documents

This section covers items like:

- Saving a document in another file format
- Understanding Compatibility Mode and its features

Work with AutoRecover and document versions

This section covers items like:

- Setting Word to automatically save your document as you work on it
- Recovering a document if your computer crashes
- Seeing earlier versions of a document

Formatting content

Format characters

This section covers items like:

- Changing the attributes of text, such as its font, colour and character spacing

- Using Format Painter to copy formatting from one part of a document to another

Format with styles

This section covers items like:

- Understanding what styles are, and their benefits

- Being able to apply a preset style to a part of a document

- Being able to create your own styles

- Being able to copy styles from one document to another

Format paragraphs

This section covers items like:

- Indenting a paragraph

- Changing a paragraph's line spacing

- Setting the paragraph spacing in your document

Cut, copy and paste using the Clipboard

This section covers items like:

- Using the Clipboard to cut, copy and paste text

- Using Paste options to manage how the text is copied/pasted

Organise using bullets

This section covers items like:

- Using bullets to organise information

- Using bullets to create a hierarchy

- Promoting and demote using bullets

- Changing the bullet type

Organise using numbered and multilevel lists

This section covers items like:

- Arranging information using a numbered list

- Customising the formatting of a multilevel numbered list

Set tabs

This section covers items like:

Being able to understand tab settings

Being able to use the ruler and the Tabs dialogue box to set tabs

Formatting documents

Apply and manipulate page setup settings

This section covers items like:

Changing the margins of your document

Inserting blank pages and breaks into your document

Use columns and hyphenation

This section covers items like:

Applying columns to a document

Turning on hyphenation and understand how it works

Inserting non-breaking characters

Insert headers and footers

This section covers items like:

Inserting headers and footers

Formatting the appearance of headers and footers

Inserting content, including items such as the date and page numbers

Setting a different header or footer for the first page

Changing the position of headers and footers

Deleting headers and footers

Outline a document

This section covers items like:

Organising the structure of a document using the Outline view

Manipulate page backgrounds and borders

This section covers items like:

Changing a document's background, including its colour

Applying a watermark to a document

Adding a border to a whole page

Use templates

This section covers items like:

- Understanding the benefits of using templates
- Finding and apply a template to your document
- Saving a document as a template

Use themes

This section covers items like:

- Understanding what themes are and when it is appropriate to use them
- Being able to apply a theme
- Being able to customise a theme

Use building blocks

This section covers items like:

- Understanding what building blocks and the Quick Parts tool are
- Being able to insert a building block into a document
- Being able to create a building block
- Being able to organise building blocks

Illustrations and graphics

Work with pictures

This section covers items like:

- Knowing what the term "illustrations" covers
- Being able to insert pictures
- Being able to insert clip art

Manipulate pictures

This section covers items like:

- Adjusting the size and position of pictures
- Applying styles and effects to pictures
- Adding captions to pictures
- Compressing pictures

Include screenshots

This section covers items like:

- Taking a screenshot
- Including a screenshot in a document
- Cropping a screenshot

Draw shapes

This section covers items like:

- Knowing how to use the drawing canvas
- Being able to draw shapes, lines and arrows

Arrange shapes and other objects

This section covers items like:

- Displaying gridlines
- Arranging shapes and other objects by grouping and ordering

Use SmartArt

This section covers items like:

- Using SmartArt in your documents

Use WordArt

This section covers items like:

- Inserting WordArt into your documents

Use text boxes

This section covers items like:

- Adding a text box to your document
- Using the text box gallery
- Formatting a text box
- Saving a text box style to the gallery

Using tables

Create a table

This section covers items like:

- Understanding how tables work
- Inserting a table
- Drawing a table

Manipulate tables

This section covers items like:

- Adjusting the width and height of a table
- Changing the alignment of a table
- Inserting and delete rows, columns and cells
- Merging and split rows, columns and cells

Format tables

This section covers items like:

- Selecting and format text in a table
- Using Table Styles
- Modifying table borders and shading

Sort and convert tables

This section covers items like:

- Sorting information in a table
- Applying simple functions to a table
- Converting a table to text and vice versa

Working with references

Use hyperlinks

This section covers items like:

- Understanding what hyperlinks are
- Being able to Inserting a hyperlink
- Being able to apply a hyperlink to an image

Add footnotes and endnotes

This section covers items like:

- Being able to create footnotes and endnotes

Use bookmarks

This section covers items like:

- Inserting bookmarks into a document
- Navigating using bookmarks

Add a table of contents

This section covers items like:

- Adding a table of contents to your documents
- Modifying the style of the table
- Adjusting the table's alignment settings
- Updating the table of contents to reflect changes in the document

Proofing and working on documents with others

Find and replace text

This section covers items like:

- Finding and replace text

Find and replace formatting

This section covers items like:

- Finding and replace text formatting
- Finding and replace special characters in text

Spell-check a document

This section covers items like:

- Being able to check the spelling and grammar of your document
- Being able to add a word to the dictionary
- Knowing how to customise the spelling and grammar settings

Use AutoCorrect

This section covers items like:

- Customising AutoCorrect options
- Using AutoCorrect to save time when typing lengthy or tricky parts of text

Add and view comments

This section covers items like:

- Adding and remove comments to and from a document
- Editing comments
- Viewing comments in different ways

Track changes

This section covers items like:

- Starting tracking changes to a document
- Suggesting changes
- Reviewing changes, and accept or reject them
- Setting printing options so that reviewing marks are printed with the document
- Marking a document as final

Compare and combine documents

This section covers items like:

- Comparing and combine two versions of the same document

Sharing documents

Protect a document with a password

This section covers items like:

Protecting a document using a password

Restrict access to a document

This section covers items like:

Restricting access to a document so that only certain types of changes can be made

Share a document

This section covers items like:

Inspecting a document

Saving a document as a PDF

Sending a Word document by email

Publish a document as a blog post

This section covers items like:

Inspecting a document

Publishing a document as a blog post

Mass-mailing documents

Create envelopes or labels

This section covers items like:

Creating envelopes or labels

Merge information into a document

This section covers items like:

Merging information into a document for mass distribution

Customising where and how the information appears

Checking for merge errors

Merge information into labels

This section covers items like:

Merging information, such as an address list, onto a sheet of labels