

Which MS Word class should I take?

The Computer Education Department wants to ensure that you don't find yourself bored or overwhelmed because you are not in the correct computer class for your skill level. Please check the following lists to make sure you enroll in the course that is just right for you.

MS Word level I

For Word level I you need to be able to:

- Log on to the computer
- Use a Mouse
- Open and close files
- Type text documents
- Copy and move files
- Save your work and find it again
- Print your work

Topics covered in Word level I

- Start word and open a document
- Edit text
- Copy and move text
- Use spell Checker and the Grammar Tool
- Find and Replace text
- Set tab stops
- Insert bullets and numbers
- Set page numbers
- Work with fonts and themes
- Use Borders and shading
- Create labels and envelopes with Mail merge

MS Word level II

For Word level II you need to be able to:

- Start Word and open a document
- Edit text
- Copy and move text
- Find and Replace text
- Set tab stops
- Insert bullets and numbers
- Set page numbers
- Work with fonts and themes
- Use Borders and shading

Topics covered in MS Word level II

- Working with tables
- Drawing tables
- Using WordArt & ClipArt
- Working with Newsletter-style columns
- Applying themes
- Formatting text with Styles
- Setting margins, page orientation and size
- Working with shapes
- Editing pictures
- Using Headers, Footers, Footnotes, endnotes
- Creating templates

MS Word level III

For Word level III you need to be able to:

- Work with tables
- Using WordArt
- Using ClipArt
- Working with Newsletter-style columns
- Applying themes
- Formatting text with Styles
- Setting margins, page orientation and size
- Working with shapes
- Editing pictures
- Using Headers, Footers, Footnotes and Endnotes
- Creating templates

Topics covered in MS Word level III

- Creating a Table of Contents
- Work with multiple Headers and Footers
- Collaborating in Word
- Tracking changes in a document
- Protecting Documents
- Using the highlighter
- Using Macros and Forms
- Working with Visual Basic for Applications
- Record and run a macro
- Creating a form
- Sharing and Securing Content
- Convert from Word 2003 to Word 2007
- Controlling Document Access
- Attaching Digital signatures to Documents
- Integrating with other programs
- Embedding and linking Excel Objects
- Using Excel as a Mail Merge Data Source
- Exporting a PowerPoint Presentation to Word
- Editing Web Page in Word

Self-paced MOS Certification preparation classes are also available. Check the Schedule of Classes for details.