

| COURSE NAME | DESCRIPTION | My Notes |
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| Word Introduction to Word (WRD2003-01) | Introduction to Word Processing; Starting and Leaving Word; Viewing Modes, Screen Elements, Menus, Toolbars; Opening, Saving and Closing a Document; Typing Text, Selecting Text; Moving Around the Screen; Undo and Redo | |
| Word Character Formatting (WRD2003-02) | Character Formatting Techniques and Converting Text to a Different Case eg UPPER to lower | |
| Word Moving and Copying Text (WRD2003-03) | Techniques for Moving and Copying Text to Another Part of the Document | |
| Word Paragraph Formatting (WRD2003-04) | Paragraph Formatting such as Indenting and Alignment; Paragraph Spacing, Line Spacing; Using Format Painter to Copy Formatting | |
| Word Printing and Print Preview (WRD2003-05) | Using Print Preview and Standard Printing Settings | |
| Word Finding And Replacing Text (WRD2003-06) | Finding And Replacing Text in Specific Cells or the Entire Workbook | |
| Word Working with Tabs (WRD2003-07) | Setting Tabs, Moving Tabs, Deleting Tabs, Copying Tabs, Using Format Painter to Copy Formatting | |
| Word Proof Reading Tools (WRD2003-08) | Using the Spelling Checker, Grammar Checker, Thesaurus and Autocorrect | |
| Word Borders, Shading and Special Effects (WRD2003-09) | Working with Text Borders, Shading and Special Effects | |
| Word Working with Graphics (WRD2003-10) | Inserting and Formatting Graphics, Understanding Word Layers, Inserting Symbols | |
| Word Bullets and Numbered Lists (WRD2003-11) | Applying and Customising Bullets and Numbered Lists; Copying the Formatting of Customised Lists | |
| Word Autotext (WRD2003-12) | Creating, Using and Editing AutoText (Reusable Text) in all Word documents | |
| Word File Management (WRD2003-13) | Managing Files and Using Collect-and-paste to copy data to other Documents or Applications | |
| Word Headers And Footers (WRD2003-14) | Inserting and Editing Standard Headers and Footers; Page Numbers, Automatic Dates | |
| Word Mail Merge 1 (WRD2003-15) | Introduction to Merging with a List, Creating a Standard (letter) Master Document, the Merge Process | |
| Word Mail Merge 2 (WRD2003-16) | Introduction to Merging with a List, Creating a Mailing Labels Master Document, the Merge Process | |
| Word Mail Merge 3 (WRD2003-17) | Quick Review of the Merge Process; Filtering and Sorting Records in a Merge; Working with the Merged Document | |
| Word Mail Merge 4 (WRD2003-18) | Advanced Field Options for Merge; Using Word's Merge Fields in a Master Document | |
| Word Tables 1 (WRD2003-19) | Creating and Formatting Tables | |
| Word Tables 2 (WRD2003-20) | Changing the Structure of Tables; Making Tables Fit the Data or the Work Area | |

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| Word Tables 3 (WRD2003-21) | Creating and Using Formulas in Tables | |
| Word Tables 4 (WRD2003-22) | Additional Table Formatting Techniques; Applying Table Headings; Sorting Tables; Splitting Tables; Creating Tables from Data in your Document | |
| Word Working with Multiple Documents (WRD2003-23) | Working with Multiple Document Windows; Techniques for Copying Text Between Documents | |
| Word Page and Section Breaks 1 (WRD2003-24) | Inserting Page Breaks; Making the First Page Different to the Rest of the Document; Inserting Standard Section Breaks; Changing Part of a Document to Landscape | |
| Word Special Text Techniques (WRD2003-25) | Inserting and Editing WordArt and Watermarks; Inserting and Editing Drop Caps and Coloured Text | |
| Word Changing Default Settings, Options and Toolbars (WRD2003-26) | Changing Word's Default Settings, Checking and Adjusting Word's Options; Adding Buttons to the Toolbars | |
| Word Columns (WRD2003-27) | Working with Column Text; Creating and Formatting Text Columns; Adjusting Columns; Removing Columns | |
| Word Cross-references (WRD2003-28) | Inserting and Editing Cross-references to Other Pages, Text and Objects in a Document | |
| Word Envelopes, Labels (WRD2003-29) | Printing Envelopes and Labels; Printing an Envelope using the address on a letter; Adjusting the Envelope or Label Settings | |
| Word Field Codes 1 (WRD2003-30) | Inserting, Updating and Editing Standard Field Codes in a document | |
| Word Field Codes 2 (WRD2003-31) | Inserting and Editing Operator Input Codes (Prompts for Data Entry) | |
| Word Forms (Special Forms) (WRD2003-32) | Creating and Using Special Forms with Areas for Data Entry; Setting a Form Document up as a Template | |
| Word Highlighter and Reading View (WRD2003-33) | Using the Highlighter and Working in Reading View; Working in Outline View | |
| Word Master Documents (WRD2003-34) | Creating and Editing a Master Document for Individual Word Documents | |
| Word Multi-level Numbering (WRD2003-35) | Applying and Editing Multi-level Numbering for Paragraphs and Headings | |
| Word Styles (WRD2003-36) | Creating, Editing and Applying Styles; Copying Styles to other Documents | |
| Word Table Of Contents (WRD2003-37) | Creating and Editing a Table of Contents for a Document | |
| Word Templates (WRD2003-38) | Creating, Editing and Using Template Documents | |
| Word Text Boxes and Page Borders (WRD2003-39) | Inserting, Editing and Deleting Text Boxes, Understanding Word Layers; Applying and Removing Page Borders | |
| Word Web Pages (WRD2003-40) | Creating, Viewing and Formatting HTML/Web Pages in Word | |
| Word Page and Section Breaks 2 (WRD2003-41) | Working with Multiple Sections, Multiple Headers, Footers and Page Numbers | |

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| Word Page and Section Breaks 3 (WRD2003-42) | Working with Odd and Even Page Sections, Headers, Footers and Page Numbers | |
| Word Macros 1 (WRD2003-43) | Recording, Running and Editing Simple Macros | |
| Word Macros 2 (WRD2003-44) | Additional Macro Techniques Including Introduction to the VBA Screen | |
| Word Power User Techniques (WRD2003-45) | Setting up Documents and Templates for Groups of Users; Copying Styles, Toolbars, AutoText and Macros; Understanding Word's Document Locations and Using the Normal.dot Template | |
| Touch Typing (WRD2003-46) | Introduction to Touch Typing Techniques | |
| Word Troubleshooting and Help (WRD2003-47) | Using Help and Troubleshooting Tips and Hints | |