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Your Total Training Resource

Microsoft® Word®

Microsoft Word is a word processing program that allows for the creation of both simple and sophisticated documents. The program is equipped with templates and wizards to help you create useful documents such as resumes; letters and fax cover sheets. There are also features that allow you to add professional looking graphics to your documents. Create and share professional-looking documents with state-of-the-art editing, reviewing, and sharing tools. The Design tab provides quick access to features and Smart Lookup shows relevant contextual information from the web directly inside Word.

The modules for Word are as follows:

- [Module 1 – Document Create, Edit and Print](#)
- [Module 2 –Document Formatting and Macros](#)
- [Module 3 – Tables, Charts and Graphics](#)
- [Module 4 –Merge, Reference and Collaboration](#)

To Schedule / Need Additional Information

To schedule sessions, receive more information or for questions/clarifications contact us at:

Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarrroll@c-kg.com or

Phone: (630) 495-0505 or (800) 869-7497.

[To see a complete list of our current computer training options click here.](#)

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Module 1 – Document Create, Edit and Print

Formalities:

- Identifying the different components to the program screen and window.
- Understanding the general features of each of the menu tabs and associated ribbons.
- Customize the Quick Access toolbar by adding often-used features.
- Customize key areas of how the program personally works for you.
- Understand where to go to get help and how to use the “Tell me what you want to do” help tool.
- Learn how to enhance word by adding free add-ins or apps.
- Understanding the undo, redo and repeat keys to save editing time and to fix mistakes.

Program Defaults:

- Personalize key program features by changing their default settings.
- Learn how to change the font-related properties including font name, size and color.
- Set the paragraph properties for spacing between paragraphs, between the lines of a paragraph and alignment.
- Set page properties including margins and paper size.
- Change where files are to be saved to and opened from.
- Access and adjust the document “Auto Recover” feature to work best for you.

Document Creation-Inserting Text:

- Use the blank document template to create a new document from scratch.
- Pick from hundreds of professionally-formatted document templates with wide-ranging formatting and graphical properties and content.
- Optionally change the properties of your document if so desired including font, paragraph and page settings.
- Best ways for typing text into the document.
- Inserting special and foreign characters and symbols.
- Inserting the current date and/or time from a list of formats.
- Using the “enter-key” and the “shift-enter keys” to end paragraphs and lines.
- Insert blank lines where you need them most.
- Use “smart lookup” to quickly reference and insert outside text.
- Use the tab key and indent buttons to left-indent the first line or all lines of a paragraph.
- Learn also how to create a hanging indent for script layout.
- Aligning text that appears in multiple columns on multiple lines using the tab key.

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Document Navigation, Zooming and Viewing:

- Navigating by character, word, line and paragraph.
- Jumping to the beginning or end of a line, sentence, paragraph, page and document.
- Jumping or moving to specific areas using the “go to” button, keyboard shortcut and by using the “navigation pane”.
- Zooming in and out of a document using the zoom slider, zoom tab ribbon and the keyboard/mouse shortcut.
- Display multiple-paged documents by one or many pages per screen.
- Change the way the document is viewed on the screen using print layout, web layout, outline and draft views.
- Make your document easy to read by changing to read mode.

Text Selection:

- Use the mouse to select characters, words, lines, sentences, paragraphs and the entire document.
- Use the keyboard to quickly select characters, words, lines, sentences, paragraphs and the entire document.
- Use the mouse to select multiple selections of text simultaneously for editing and formatting purposes.
- Use the find feature to highlight all instances of specific text for possible replacement purposes.

Moving and Copying Text:

- Use the mouse, keyboard and tab ribbon, to move selected text using the cut and paste tools.
- Use the mouse, keyboard and tab ribbon, to copy selected text using the copy and paste tools.
- Move or copy selected text using the drag-and-drop mouse technique.
- Use the clipboard to collect up to 24, cut and/or copy selections to later paste in any order throughout the current or other documents.

Text Deletion:

- Use the delete and backspace keys alone or in combination with the control key, to delete characters, words, lines, sentences, paragraphs and the entire document.
- Paste copied or cut text to replace selected text.
- Insert additional text between words, sentences and paragraphs.

Advanced Text Insertion and replacement:

- Force page breaks at any point within a page or between pages and also remove them.
- Force pages to be odd or even.
- Add blank pages anywhere in the document.
- Replace old selected text as you type the replacement text.
- Learn to use and customize the “autocorrect” feature.
- Use the “find and replace” tool to replace multiple instances of the same text with other text.
- Create and automatically insert saved blocks of text using both the Quick Parts, Building Blocks and AutoText features.
- Learn how to insert text from other Word files without opening, copying and pasting.

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Working Large Documents:

- Understand the tools that are available to manage large documents when it comes down to editing.
- Split the document window into 2-windows; and independently scroll each window.
- Create a second program/document window for the same document, as an alternative to splitting.

Envelopes and Labels:

- Create and print any-sized envelope from the information found on the salutation in a letter.
- Create an envelope from scratch where you enter the envelope address and return address information.
- Attach a completed envelope to the related document to be later printed together.
- Create a single label for a particular addressee or an entire sheet of labels with the same addressee.

Finishing Touches:

- Add a cover page from a gallery listing.
- Create customized cover pages to be used now and later.
- Make sure your spelling and grammar are correct using the manual and automatic spelling and grammar checking tools.
- Find the best words to use with the thesaurus tool.
- Translate some or all your document into one of over 50 languages.
- Learn how to customize your dictionaries.

Saving, Closing and Opening Documents:

- Learn all the ins and outs of file management including opening, saving and closing.
- Saving and re-saving documents for the first time.
- Create multiple versions of your document's using the "save as" feature.
- Create backup copies of your files using "save as".
- Save your documents in older legacy formats for users of old versions of the program.
- Know the differences as to where you can save your files to including local drive, network drive and cloud storage.
- Understand password protecting and encryption of your files.
- Saving your files in different file formats including PDF's.
- Opening older legacy files and saving files to legacy versions.
- Opening files located in different locations.
- Opening files in protected mode.
- Opening and editing a PDF file.
- Protecting documents from editing and being opened.

Printing and Sharing:

- Print previewing and printing your document.
- Set popular print properties directly from the screen including choosing a printer, number of copies, which pages to print, orientation and more.
- Access the page setup area for even more printing tools including what printer paper trays should be used.
- Learn to reduce a document's number of pages using the shrink one-page tool.
- Quickly attach documents as file attachments in email.

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Module 2 –Document Formatting and Macros

Formalities:

- Review methods for selecting text including mouse and keyboard techniques.
- Use the format painter to copy formatting of selected text to other selected text.
- Learn how to remove some or all formatting applied to text.
- Use the “find and replace” tool to replace one collection of formats to another collection throughout the entire document as well as to remove the formatting.
- Understand the differences between setting formatting before typing text versus after having typed the text.
- Understand how the “Live Preview” feature is used to preview formatting before applying it.
- Turn on the ruler display to make it easy to make changes to bullets, indents and margins.

Character Formatting:

- Change the font, size and color of selected text.
- Remove all formatting from selected text.
- Add styles like bold, italic and underline along with strikethrough, superscript and subscript.
- Transform your text into an artsy format along with highlighting with the colors you’ve grown up with.
- Change the case of selected text to including caps, title case and more.
- Proportionally increase or decrease by a certain percentage the font size of selected text.
- Use the font dialogue box to apply “small caps” and “hidden” text effects.
- Alter the spacing between characters and other OpenType features.
- Add text effect to fill and outline text characters.
- Control how word hyphenation is applied by modifying the auto-hyphenation tools.

Line and Paragraph Formatting:

- Correctly align headings and paragraphs to the left, center or right of the page.
- Apply justification (left and right aligned) to selected paragraphs.
- Apply indentation to either side of the paragraph.
- Adjust spacing between the lines of a paragraph.
- Add extra spacing before and after each selected paragraph.
- Apply line breaks.
- Apply borders and shading to headings and paragraphs.
- Force paragraphs to the next page using page breaks.
- Add line numbering to part or all the document as well as resetting between pages and sections.
- Control paragraph pagination by protecting paragraphs being split by page breaks by applying widow/orphan controls.
- Insert “dropped caps”.

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Bullet Outlining:

- Apply numeric and character bullets to lines and paragraphs using predefined or custom symbols and layouts.
- Change the spacing between the margin and the bullet, as well as the bullet and the paragraph.
- Skip the bullet symbol on a line but maintain the text alignment.
- Create a multi-leveled bulleted list (multi-level list) where each level is further indented with a symbol or number with the tab key or mouse.
- Modify the multi-level list with new symbols and numbers.
- Completely remove outlining from a selected area.

Style Formatting and Themes:

- Learn how styles can quickly apply multiple formatting with a click of the mouse.
- Apply styles that are supplied with the program.
- Learn about paragraph, character and table styles.
- Create new styles from scratch or quickly create them based on an area with existing formatting.
- Replace a style with another.
- Learn the direct and indirect ways of modifying the properties and formatting of a style.
- Make styles available to be used in documents other than where it was originally created.
- Learn how to remove a style from a text area that it was applied.
- Learn how themes can establish a consistency of formatting across multiple documents.
- Apply themes supplied by the program and create new themes based on existing ones.
- Apply predefined and custom themes to documents.

Document Sections:

- Learn how sections can help contain formatting and settings to a blocked off area of your document.
- Learn what each section break does, and when each of them should be used.
- Insert section breaks and move section breaks.
- Insert them within a page as well as at the beginning of a page.
- Use section breaks to maintain multiple sets of headers and footers, set multiple sets of margins, insert a different sized page, change orientation of just one page out of many, insert multiple text columns in a specific area of the document, force a page to go from even to odd or vice versa.
- Specify where page borders, page shading and color reside.
- Use section breaks to direct which pages will pull paper from what bins in a multi-binned printer.
- Learn the proper procedure for moving and removing section breaks so as not to bust your document.

Page Formatting:

- Insert a blank page from the menu and via the keyboard.
- Insert a professional-looking cover page, from the cover page gallery.
- Change the page size for some or all the document.
- Apply predefined or custom margins and set gutter options.
- Add page breaks to force what starts on the next page.
- Add and modify page borders to a document.
- Add watermarked text and graphics to your pages.

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Page Headers and Footers

- Learn how you can use headers/footers contain house pieces of information that repeats at the top/bottom of the pages throughout a document.
- Insert page numbering, text, document properties, quick parts, borders, graphics and shading.
- Insert file and document information as well as time and dates.
- Set it so that the first page has different headers/footers from the rest of the pages.
- Create alternate headers/footers for odd/even pages.
- Link headers and footers with those in other document sections.
- Change the margins of headers/footers for their text to be further away or closer to the page margins and edges.
- Removing some or all your header/footer information.
- Create multiple sets of headers/footers throughout the document to change the information displayed as well as to reset or restart page numbering and formatting.

Master and Long Documents:

- Create and work with a master document and subdocuments.
- Learn how to quickly combine documents statically or linked.

Macros:

- Learn how macros can be used to save time and increase your productivity.
- Recording and Running a Macro.
- Editing A Macro.
- Creating Buttons to Run Macros in the quick access toolbar and within the ribbon.
- Assign a macro to a keyboard shortcut.

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Module 3 – Tables, Charts and Graphics

Text Alignment with Tabs:

- See how the document is set with multiple tab stops that are placed a half-inch apart.
- Learn how to change the default half-inch tabs stops to a different amount.
- Use the tab key to indent the first line of a paragraph to the first default tab stop.
- Create a multiple-columned layout for multiple rows of text using the tab key, that resemble tables and column settings.
- Learn how to move tabbed text to the next or previous tab stop.
- See how creating your own tab stops open a world of advanced possibilities.
- Add adjustable tab settings including center, right, decimal, bar, first line indent and hanging indent.
- Align text on these new tab stops.
- Modify some of the tab stops with leaders including dot, underscore and hyphen, that makes each tabbed line of text, easy to visually follow.
- Learn how to replace one tab stop setting with another.
- Learn how to move tab stops to different measurement points.
- Easily delete tab settings.
- See how to copy tab settings to different locations in the document.
- Learn how to sort your tabbed text to re-arrange or order your rows.

Tables:

- Learn the role that Word-Tables and Excel-Tables play in the orderly display of text and numeric information.
- Learn how to create Word-Tables using “table-grid”, “insert-table”, “draw-table” and “quick-tables” table creation tools.
- Learn how to convert regular text into table format and likewise convert a table into regular text layout.
- Create tables using already-made “quick tables” in a fraction of the time.
- Insert embedded Excel spreadsheets into your document that has the look and feel of a word table and the power of a spreadsheet.

Table Construction:

- Add new rows and columns using the mouse and ribbon.
- Remove existing rows and columns with the mouse and ribbon.
- Adjust column widths and row heights using the mouse and ribbon.
- Change the size of the entire table, while maintaining its column and width proportions.
- Set document text to wrap around the table like text wrapping a picture.
- Set “table autofit” options such as “autofit window” to allow column widths to expand/contract as new text is entered, “fixed column width” to keep column widths fixed as text is added and “autofit contents” to expand or contract the table’s width to fit the page’s width.
- Apply “distribute columns” to distribute their total width evenly between all of them and “distribute rows” to distribute their total height evenly between all of them.

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Table Structure:

- Learn how to effectively select single cells, entire rows and columns and the entire table.
- Split cells at any position using the split cells tool or the grid draw feature.
- Merge multiple cells using the merge cells tool or the grid eraser feature.
- Learn to split the table into two or more smaller tables using the “table split” and page break features.
- Mark one or more top rows as “header rows” so that when your table spans multiple pages, the header row will appear on every page.
- Add captions to tables.

Table Formatting:

- See the table’s gridlines as guidelines when the gridline’s border formatting has not been applied.
- Change the margins within each of the cells.
- Align text in up to 9-different positions.
- Set up left, center and right aligned tabs to accurately align text in columns.
- Set up decimal tabs to accurately align numbers in columns.
- Switch the direction of text in a cell to read vertically or vertically down.
- See how borders are used to enhance and color the table grid lines.
- Use the “border painter” to apply borders and border color to specific table grid areas.
- Apply “table styles” to format the whole table.
- Create new styles based on existing ones.
- Perform basic and more advanced sorting of tables.
- Use formulas to calculate values in the table’s rows and columns.
- Format the formulas and copy/paste them to other cells.

Multi-Column Layout:

- Insert multiple columns (newspaper) of text anywhere in the document.
- Create parallel columns as an alternative to tables.
- Learn how to convert multiple paragraphs into newspaper-styled side-by-side columns.
- See how to adjust the column widths together and separately.
- Add special dividers between the columns.

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Digital Pictures:

- Working with Online Pictures.
- Insert watermarks into a document.
- Add your own watermarks to the watermark gallery.
- Apply transparency settings and create a watermark.
- Choose settings for printing background colors and images.
- Insert pictures into a document.
- Control text wrapping around pictures.
- Format pictures using the Picture Tools contextual tab.
- Utilize advanced formatting features for photographs in a Word document.
- Add shadows and reflections to pictures.
- Apply a glow, soft edges, and 3-D formatting or rotation to an object.
- Apply color saturation, tone, and recolor options to a picture.
- Change image brightness and contrast and soften or sharpen images.
- Compress and crop pictures.
- Remove the background of an image.
- Add and edit a picture captions.
- Inserting Online Video.
- Add available screenshots or screen clippings you create to documents.
- Set picture properties to allow nearby document text to surround the pictures in varying ways.

Draw Objects:

- Create a text box to type text outside the document's text area.
- Modify and format text boxes.
- Use drawing tools to add a variety of shapes.
- Add text to a shape and use the drawing canvas to control drawing elements.
- Change an existing shape and apply formatting styles and effects.
- Make and insert screen shots to your documents.
- Rearrange, resize, organize and format shapes.
- Applying special effects to graphics and enhance them with fills, themes, shadows, preset formats, textures, gradients, 3D effects and more.
- Use special paste options to paste a copied object as a picture or to create a link.
- Import external objects and text using the Text from File option.
- Convert bulleted text into SmartArt diagrams.
- Insert a variety of SmartArt diagram objects including lists, processes, cycles, hierarchy's, matrixes, pyramids and more.
- Adjust the layout of the shapes used in the SmartArt objects.
- Apply new layouts and formatting styles.
- Add additional object shapes using the pane.
- Set object properties to allow nearby document text to surround the objects in varying ways.

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Insert Graphs:

- Learn how graphics are used to make information easier to visualize.
- See how underlying patterns found in all graphics can be used to communicate what your raw data conveys.
- Learn to create eye-catching graphics that show trends and cycles, easily and quickly.
- Create charts from column, bar, line, area, scatter, surface and radar to donut, waterfall, box & whisker, sunburst, Treemap and histogram.
- Create combo charts that include multiple types.
- Analyze further with varieties of trendlines and forecasting.
- Fine-tune chart color and style, resize, titles, gridlines, labels and legends.
- Modify axes and add additional axes.
- Duplicate and move within the document and between files.
- Link and dynamically link graphs to other program files.
- Set graph properties to allow nearby document text to surround the graphs in varying ways.

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Module 4 – Merge, Reference and Collaboration

Mail Merge:

- Understand what mail merge is and how it works in creating mass form letters, envelopes, labels and directories.
- Create new data sources or prepare an existing source for mail merging.
- Use the step-by-step mail merge wizard to walk you through the mail merge process or screw it up by doing it manually.
- Create or use an existing document, label or envelope for your mail merge.
- Connect to an existing mail merge data source in Word, Excel or Outlook, or create a new one in Word, Excel or Outlook.
- Insert mail merge fields from the mail merge data source along with supporting text and punctuation into the form letter document, envelope or label template.
- Format numeric, date and text fields to make them stand out in the final merged results.
- Set rules to determine how your mail merge result ends up be sorted (i.e. last name sorted).
- Set filtering rules to focus on what data will be merged in the final merged results (i.e. certain recipients).
- Learn how to customize how your mail merge results (outcomes) using rules including FILLIN, ASK, and IF... THEN... ELSE.

E-mail Mail Merge:

- Learn how to create personalized mass e-mails from contacts in your address books.
- Learn to create one message that will expand into as many e-mails as you have contacts in minutes.
- Save time sending individual e-mails, one at a time, to a group of contacts.
- See how easy it is to merge any number of contacts into an e-mail form letter template to create “that many” messages with just one recipient per e-mail.
- Learn how to personalize the body of the message for each recipient in no time.

References:

- Place information in a document that automatically updates including word fields and objects.
- Creating and using bookmarks.
- Cross-reference headings, numbered paragraphs, bookmarked text and captions.
- Quickly move to a specific part of a long document.
- Insert hyperlinks to web sites, documents, and bookmarks.
- Add footnotes and endnotes into a document.
- Create, modify and update a table of contents.
- Create, modify and update an index.
- Add a bibliography that lists all the sources cited including books, journals and articles.

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Collaboration:

- Learn how two or more people can simultaneously work together through document collaboration in regular and real-time authoring.
- Learn the differences between “regular” and “real-time” co-authoring.
- Share your document on-line, in the cloud, with others to view, edit and collaborate on (real-time collaboration).
- Allow co-authors to Add, modify, show or hide, and remove comments.
- Display a condensed listing of all comments in the comments pane feature.
- Show where changes have been made by displaying “mark up” changes.
- Use the reviewing pane and list the document’s co-authors.
- Set a password to restrict others from disabling tracking and use advanced tracking options.
- Use tools to review and compare, highlight changes and additions.
- Limit co-authors abilities to perform only certain types of formatting and editing in a document.
- Enable or disable the tracking of changes and accept or reject changes in a document.
- Protect a document by marking it as a final version.
- Learn the limitations of network, OneDrive and SharePoint file sharing platforms in the document collaboration space.

Document Comparisons:

- Arrange documents side by side and apply synchronous scrolling.
- Use synchronous scrolling when viewing documents side by side, add a comment, display document contributors, and apply editing restrictions to all but a specific paragraph of a document.
- Compare different versions of a document and combine revisions from multiple authors.
- Add and edit document properties.
- Delete and recover draft versions of documents.

User Forms:

- Learn how to create electronic forms.
- Access the Developer tab ribbon and identify the form controls it provides.
- Construct a basic form and add and modify legacy form controls.
- Create a form that captures data using form controls including dropdown lists, date pickers and check boxes.
- Insert tables and format them.
- Apply the usual formatting to the rest of the form.
- Learn how to test the form, protect it from editing as well as distributing it.
- Learn how to find and use already-made form templates.
- Learn how to enhance forms by integrating Adobe Acrobat’s form creation and management tool.