# Silver Bullet
## Business Training Solutions

| Word Course Content Options – What Do You Want Trainees to be able to do? | |
|---|:---:|
| **APPLY BASIC FORMATTING** | |
| **Format and change alignment of text** | ☐ |
| **Use format painter to copy format of other areas of the document** | ☐ |
| **Alter paragraph spacing** | ☐ |
| **Use different paste options (with/without format, as a picture etc.)** | ☐ |
| **CREATE FORMAL DOCUMENTS** | |
| **Index – Creation of contents page linked to rest of document** | ☐ |
| **Alter Headers and Footers (to include version number, page numbers etc.)** | ☐ |
| **Add Watermarks – to include 'draft' label** | ☐ |
| **Change Layout (page breaks, orientation)** | ☐ |
| **Insert Footnotes (for references)** | ☐ |
| **CREATE TABLES** | |
| **Insert tables and add/remove/copy rows** | ☐ |
| **Format contents (margins, colours, bullets, borders)** | ☐ |
| **DOCUMENT EDITING** | |
| **Apply version control principles and version history** | ☐ |
| **Add comments** | ☐ |
| **Track changes and accept/rejects those suggested by others** | ☐ |
| **OTHER** | |
| **Apply label and envelope formatting** | ☐ |
| **Alter print options (change layout, orientation, margins, print as PDF)** | ☐ |
| **Complete mass mailings (mail merge with excel/outlook)** | ☐ |
| **Find information within a document** | ☐ |
| **Use spellcheck and thesaurus** | ☐ |
| **Compare documents side by side** | ☐ |