

Microsoft Word Intermediate

BENEFIT:

This course is designed to benefit basic users of Microsoft Word who wish to build on their knowledge as well as enhance their document's presentation.

OBJECTIVES:

On completion of this course, attendees will be able to apply paragraph and table formatting, and insert objects and images. Attendees will also be able to perform a mail merge and work with multiple paged documents.

PRE-REQUISITES:

Attendees should have attended our Word Foundation course or have equivalent knowledge.

COURSE OUTLINE

Formatting

- Further formatting features
- Erasing previous formatting
- Use of format painter vs Control

Copy and Paste – further features

- Use of paste options, such as Paste Special

Automatic Numbering

- Applying automatic numbering
- Applying outline numbering
- Promoting and demoting levels

Paragraph Formatting

- Changing paragraph spacing
- Indenting paragraphs
- Applying borders and shading
- Inserting newspaper columns

Tables

- Creating and drawing tables
- Changing row height and column width
- Inserting/deleting rows and columns
- AUTOSUM facility
- Changing borders and shading
- Merging and splitting cells
- Applying a table autoformat
- Repeating table headings
- Inserting tabs within tables
- Convert text to a table

Multiple Paged Documents

- Inserting page numbering
- Creating headers and footers
- Inserting page breaks
- Different first page option
- Changing page margins and page orientation

AutoCorrect

- Saving AutoCorrect entries
- Inserting AutoCorrect entries
- Modifying AutoCorrect entries

Graphics

- Inserting pictures and graphics
- Creating watermarks
- Moving / sizing / formatting graphics

Mail Merge

- Creating a mail merge
- Viewing merged data
- Creating labels

LEARNING APPROACH: Class based/practical

LENGTH OF PROGRAMME: 6 Hours