

Microsoft Word Intermediate Course Outline

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| Duration: | 1 Day |
| 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. |
| Version: | Training is available on all versions of Word. |

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

Automatic Numbering

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

Paragraph Formatting

- Changing paragraph spacing
- Indenting paragraphs
- Applying borders and shading
- Controlling the text flow
- Inserting newspaper columns

Working with Multiple Paged Documents

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

AutoText

- Saving AutoText entries
- Inserting AutoText entries
- Modifying AutoText entries

Mail Merge

- Creating a mail merge
- Viewing merged data
- Query and sort options
- Creating labels

Graphics

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