



MICROSOFT WORD

LEVEL: INTERMEDIATE

DURATION: 1 Day

AUDIENCE: For people who have attended the Word introduction course, or have been using the basic features of Word for some time.

OBJECTIVES: On successful completion of the course delegates will be able to perform more intermediate operations within Word such as creating tables and columns, formatting bullets and numbers, performing a mail merge etc.

COURSE OUTLINE

Revision of Basics:

- Character Formatting
- Paragraph Formatting
- Indenting Paragraphs
- Setting & Using Tabs
- Using Bullets & Numbers

More Bullets & Numbering:

- Changing the Bullet Style
- Changing the Number Style
- Customising Bullets & Numbers
- Using Outline Numbering

Automating:

- Using AutoCorrect
- Adding Entries
- Using AutoText
- Creating AutoText Entries

Tables:

- Creating a Table
- Drawing a Table
- Table AutoFormat
- Entering & Deleting Text
- Insert/Delete Columns & Rows
- Merging Cells
- Changing Column Widths
- Borders & Shading

Mail Merge:

- Creating a Data Source
- Creating a Main Document
- Performing a Merge
- Creating Envelopes & Labels
- Using Queries

Using Sections:

- Inserting Section Breaks
- Creating Different Headers & Footers
- Page Numbering with Sections
- Sections Within a Page

Borders & Shading:

- Using Page Borders
- Border Art
- Using Paragraph Borders
- Using Paragraph Shading

Drawing & Graphics:

- The Drawing Toolbar
- Using ClipArt & Pictures
- Formatting Pictures
- Using WordArt
- Creating Text Boxes
- Using AutoShapes
- Drawing Lines & Arrows
- Formatting Objects