

Microsoft Word Intermediate Course Outline

- 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.

● 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