



Microsoft Word

Intermediate

Duration: 1 Day

PREREQUISITES

- A good working knowledge of Word is required, or attendance of our Word Introduction course

LEARNING OUTCOMES

- This Microsoft Word training course is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features
- You will be able to:
 - Divide a document into sections and columns, format tables and create table styles
 - Add recurrent data to documents such as page numbers and headers
 - Prepare labels and envelopes, add your company logo to a letter and setup a template for future mail
- After completing this Word course, you will be prepared to attend our Advanced Word training course

COURSE CONTENT

Working with Sections and Columns

- Creating and formatting sections
- Working with multiple columns
- Working with text in columns

Formatting Tables

- Table formatting
- Borders and shading
- Table Styles

Table of Contents

- Apply heading styles
- Insert the table of contents
- Update as needed

Document Templates

- Using templates
- Creating templates

Using Mail Merge

- Creating form letters
- Working with data sources
- Creating mailing labels

Working with Styles and Building Blocks

- Applying styles
- Modifying and deleting styles
- Using styles to create outlines & a table of contents
- Quick Parts

Working with Headers and Footers

- Creating section headers and footers
- Page numbering

Working with Graphics

- Inserting pictures
- Using SmartArt
- Inserting WordArt and symbols
- Applying watermarks
- Using shapes

Hyperlinking Documents

- Link to:
 - External site
 - Email address
 - Heading
 - Bookmark