



Microsoft Word Intermediate

Duration: 12 hour(s)

Level: Intermediate

Target Audience The target audience will be existing Ms Word users who want to have an in-depth experience in Microsoft Word

Prerequisites Basic knowledge of Microsoft Word

About this course

This course goes beyond the basics of Microsoft Word, helping you to increase the complexity of your documents. You will create customized efficiency tools and add table, charts and graphics in your document. These skills will allow you to efficiently produce high-quality, effective and sophisticated documents

Course Content

Part1: Styles

- Examining formatting
- Creating styles
 - Applying style
 - Creating a style by example
 - Basing one style on another
 - Controlling pagination by using styles
 - Creating a character style
- Modifying Styles
 - Modifying a style
 - Overriding a style
 - Modifying the Normal style
 - Exporting a style
- Outlining
 - Creating an outline
 - Organizing an outline
 - Formatting an outline
- Using Full screen Reading View

Part2: Sections and Columns

- Creating and formatting sections
 - Inserting and deleting section breaks
 - Formatting sections
 - Inserting section headers and footers
 - Formatting section page numbers
- Working with columns

Part3: Formatting Tables

- Table formatting basics

- Aligning text in table cells
- Merging table cells
- Splitting table cells
- Changing text orientation
- Changing row height
- Borers and Shading
 - Changing table borders
 - Heading table cells
- Table data
 - Sorting table data
 - Splitting a table
 - Repeating the header row
 - Entering a formula in a table
- Table styles

Part4: Printing labels and envelopes

- Labels
 - Printing multiple labels for a single address
- Envelopes

Part5: Templates and building blocks

- Template basics
 - Using a template
 - Creating a document from a user-defined template
 - Saving a template in the Template folder
- Building blocks
 - Using the Building Blocks Organizer
 - Inserting, creating, modifying and deleting building blocks
- Document Properties

Part6: Graphics

- Diagrams
 - Creating an organization chart
 - Formatting an organization chart
- Drawing tools
 - Drawing a shape
 - Modifying a shape
 - Inserting a text box
 - Formatting a text box
 - Arranging multiple objects
 - Changing a shape into shape
- Formatting text graphically

Part7: Managing document revisions

- Tracking changes in a document
 - Tracking changes while editing
 - Reviewing and accepting revisions
 - Viewing changes by different reviewers
 - Restricting edits to tracked changes



- Managing multiple documents simultaneously
- Merging revisions
- Working with comments

Part8: Web features

- Web pages
 - Previewing a document as a Web page
 - Saving a document as a Web page
 - Opening an HTML document in a browser
 - Editing an HTML document in Word
- Hyperlinks