

MICROSOFT WORD INTERMEDIATE



Corporate IT Course

LEARNING OUTCOMES

- Enhance the layout of text using bullets, numbering, and paragraph borders.
- Create and format complex tables, including merged cells, shading, and vertical alignment.
- Accelerate routine tasks using AutoText and other productivity tools.
- Insert and customise headers and footers, including page numbers, dates, and file names.
- Use section breaks to create newsletters and manage different layouts and orientations within a document.
- Prepare mail shots, labels, and directories using the Mail Merge facility.

COURSE OVERVIEW

The Intermediate Microsoft Word course is for users with a working knowledge of Word who want to develop more advanced skills. Delegates will learn to enhance document layouts with bullets, numbering, and borders, create and format complex tables, and streamline tasks using AutoText. The course also covers headers and footers, section breaks for multi-layout documents, and preparing mail shots, labels, and directories with Mail Merge. By the end, participants will be able to produce professional, well-structured Word documents efficiently.

TOPICS COVERED IN THIS COURSE

Overview of Word Features

Explore the new and enhanced features in Word, including the Ribbon interface and advanced formatting tools.

Bullets and Numbering

Apply and customise bullets and numbering, create picture bullets, modify existing styles, and define your own numbering or bullet formats.

Paragraph Borders and Shading

Enhance document appearance by applying borders to text and title pages, adding shading and background, and utilising typographic capabilities.

Sections and Columns

Understand and apply section breaks, manage different headers, footers, and orientations for each section, and format text into columns, including "newspaper style" with divider lines.

Utilities and Document Protection

Use tools like Find and Replace, live Word Count, and document protection features. Track changes, compare and merge documents, and secure your work effectively.

Headers, Footers, and Page Numbering

Create and modify headers and footers, insert page numbers, AutoText, file names, and dates to produce professional-looking documents.

Advanced Tables

Create and manage complex tables with detailed borders and shading, merge and split cells, use headings, modify vertical alignment, and work with Word's Equation Builder.

Mail Merge

Learn the power of Mail Merge for letters, labels, envelopes, faxes, directories, and emails. Use the Mail Merge Wizard, create master and data files, apply criteria, and perform print merges.