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your business IT partner

Microsoft Word Intermediate

Course Content

We have put together modules that have been designed to suggest a combination of features of Word that might be of benefit to delegates with specific training requirements These topics are offered as **suggested** modules and we invite you to choose what you feel is relevant. In all training sessions you will pick up tips and shortcuts.

Objective: To provide instruction that is relevant to the requirements of the user and to demonstrate efficient use of Word to promote their ability in creating professional looking documents.

Module 1

- Using AutoCorrect and AutoText
- Formatting the document with section breaks.
- Formatting text in Columns
- Page Numbering and Headers and Footers
- Using Templates and Wizards
- Add Borders and Shading to text
- Automatic paragraph numbering and bullets.

Module 2

- Creating and editing Tables.
- Creating Simple Macros
- Customising the Toolbar Keyboard and Menus
- Using Drawing tools to enhance a document.
- Working with Graphics and text boxes

Module 3

- Mail Merge – working with a Data Source and Main Document
- Labels and Envelopes
- Selective Mail Merge and the use of criteria
- Importing data and linking documents
- Inserting Organisation Chart, Word Art, Excel Chart objects

Module 4

- Applying Heading and paragraph Styles
- Generating a Table of Contents
- Working in Outline View
- Inserting Bookmarks and Comments
- Cross Referencing
- Inserting and updating Field Codes
- Automated templates and forms
- Working with Master Documents and Subdocuments
- Creating Indexes
- Tracking Changes