



Microsoft Word Intermediate

Pre-requisites

To have a working knowledge of subjects covered in the Basic session or to have attended Basic Word session

Course Objectives

Delegates will acquire skills to enable them to identify the features and components of Microsoft Word. By the end of the course delegates should be able to create, format and print documents, use functions to create templates, styles and frequently used phrases or sentences and be able to save documents as web pages.

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none">• Bullets and numbering<ul style="list-style-type: none">○ Add and customise○ Multiple levels○ Number sequences (restart or continue)• Header and footers<ul style="list-style-type: none">○ Different first page, odd and even• Create and edit section breaks<ul style="list-style-type: none">○ Varying page orientation• Page numbering<ul style="list-style-type: none">○ Insert page numbers○ Format page numbers• Using outline view• Text alignment – indentations (left, right, first line and hanging indent)• Styles<ul style="list-style-type: none">○ Applying styles○ Edit styles○ Create styles• Auto text and auto correct	<ul style="list-style-type: none">• Tables<ul style="list-style-type: none">○ Insert table○ Table and borders toolbar○ Rotate text○ Format tables○ Autoformat• Find and replace<ul style="list-style-type: none">○ Text○ Formatting• Drawing tools<ul style="list-style-type: none">○ Create and modify 3d shapes○ Insert / edit clipart○ Insert pictures from file• Columns<ul style="list-style-type: none">○ Parallel○ Newspaper○ Keeping text together• Inserting symbols• Create / remove hyperlinks• Saving as web pages
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