

## Microsoft Word - Intermediate (1 day)

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### Course Aim

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Word Intermediate covers all there is to know about Formatting a document, from character and paragraph formats to Styles.

Learn how to apply Bullets and Numbers.

Break a document into sections and apply various page setup options to different sections - i.e. Portrait and Landscape pages in the same document.

Harness the power of using Styles to format documents.

Use the Outline View to manage document text.

Make use of Word's Auto features to enter text and correct text entries automatically.

Learn about the Paste Special features to paste linked text or graphics from other Office applications.

### Course Prerequisites

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Previous experience in using Word at a Basic level on a PC or Macintosh is a required prerequisite for this course.

### Course Duration:

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One day: 9:00am - 4:30pm

### Inclusions:

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Each participant will receive a comprehensive course manual. Exercise files are available from our web site to download.

### What to Bring:

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- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

### Course Topics:

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#### Formatting

- Character effects
- Paragraph Formats:
  - ♦ Indentation
  - ♦ Spacing
  - ♦ Keep Options
  - ♦ Numbering
- Adding Borders to text
- Default Font, Paragraph & Page settings
- Formatting keyboard shortcuts

#### Breaks

- Page, Column and Section Breaks
- Columns

#### Headers & Footers

- Inserting Header & Footer Fields
- Different First Page Header & Footer
- Different Odd & Even Headers & Footers
- Changing Headers & Footers throughout a document

#### Tables

- Drawing Tables
- How to perform basic calculations in Tables
- Using Tabs in Tables

#### Styles

- Creating, Applying & Modifying Styles
  - ♦ Paragraph Styles
  - ♦ Character Styles
  - ♦ Table Styles
  - ♦ List Styles

#### Using Outline View

- Collapsing and Expanding Headings
- Promoting and Demoting text
- Rearrange text

#### Auto Features

- Using Auto Text
- Using AutoCorrect
- Find and Replace Formatting

#### Object Linking and Embedding

- Paste Special Options
- Linking Excel Data