

Intermediate Word

Duration 1 day

Pre Requisites

Delegates should first attend the Word Introductory course or have attained a similar level of expertise.

Objectives

By the end of this one day course delegates will feel confident in their ability to create and manipulate documents and produce printed reports, together with some of the more advanced aspects such as headers and footers, illustrations, mail merge and styles.

Other Versions Available

97, 2000, XP, 2003, 2007

Further Learning

Word Advanced

Course Content

Tables

Drawing a Table
Formatting a Table
Table Styles
Merging Cells
Alignment
Adjusting Column Widths and Row Heights
Moving Around a Table
Selecting Part of a Table
Converting Text to a Table
Nesting Tables
Repositioning and Sizing a Table

Tabs

Setting Tabs
Default Tabs
Moving a Tab Removing a Tab
Leader Tabs
Using Soft Returns

• Headers, Footers & Quick Parts

Creating Headers and Footers Building Blocks Quick Parts

• Templates and Styles

Creating a New Style
Manage Styles
Style Inspector
Creating a New Quick Style
Updating an Existing Style
Creating a Template
Creating a Template from an Existing
Document
Using the Installed Templates
Using Microsoft Office On-Line

• Mail Merge

Setting up a Mail Merge Select Recipients Adding the Merge Fields Previewing the Merge Finish and Merge Envelopes and Labels

Illustrations (time permitting)

Inserting a Picture
Inserting Clip Art
Inserting Shapes
SmartArt
Formatting Illustrations
Arranging Graphics When Printing
Sizing Illustrations

