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## Microsoft Word Intermediate

### Course objectives

This course allows the delegate to experience, in a practical way, Microsoft Word's techniques.

### Target Audience

This course is for anyone who has some experience of Microsoft Word and wishes to examine some of the more advanced features.

### Assumed Knowledge

Delegates should be familiar with the basics of Microsoft Word, either from attending our Introductory course or knowledge gained from his or her workplace experience.

## Course Agenda

### Multiple Documents

- Switch Between Documents
- Cut, Copy and Paste
- Insert a Document into Another
- Headers and Footers
- Line and Page Numbering
- Create and Edit Footnotes

### Document Manipulation

- Change Paper Size
- Print Specific Pages and Selected Text
- Force a New Page
- Margins
- Centre a Document Vertically

### File Management

- Create a New Folder
- Move, Delete, Copy and Rename Files

### Desktop Publishing

- Insert ClipArt and WordArt
- Insert and Delete a Picture
- Move and Re-size a Picture
- Click and Type
- Picture Bullets
- Create and Link Text Boxes
- AutoShapes and Drawing Objects
- Align and Group Objects

### Tables

- Create, Delete and Format
- Insert and Delete Columns and Rows
- Change Column Width and Row Height
- Convert Text to a Table
- Formulas
- AutoFormat
- Nested Tables
- Merge and Split cells
- Sort

### Word Options

- Document Summary and Statistics
- Versions
- Recover Lost Work
- Add, Edit and Delete Passwords
- Read Only Documents

### Mail Merge

- Create and Edit a Main Document
- Create and Edit a Data Source
- Merge Documents
- Query a Data Source
- Merge to Labels and Envelopes

### Borders and Columns

- Automatic Borders
- Paragraph and Page Borders
- Paragraph Shading
- Columns
- Masthead and Column Breaks
- Balance Columns
- Customising Word
- Create and Customise Toolbars
- Word Options