Course Outline | Word Intermediate

1 day(s)

Overview

This course will provide you with the essential Word knowledge and skills necessary for business today. These include basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and utilising a range of techniques for improving the appearance and accuracy of document content.

In particular you will learn:

- Work with tables and charts
- Customise formats using styles and themes
- Use images in a document
- Create custom graphic elements
- Insert content using Quick Parts
- Control text flow
- Use templates
- Use mail merge
- Use macros

Prerequisites

Students must be confident using a mouse and keyboard and have Microsoft Word Introduction level skills.

Course Outline

Customising Word

- Customising Microsoft Word
- Setting the User Name
- Setting the Default Opening and Saving Folder

Proofing and Printing within Word

- The Importance of Proofing
- Spell Checking a Document
- Adding Words to the Built-In Custom Dictionary
- Removing a Word from the Spell Checking Dictionary
- Printing Options
- Selecting a Printer
- Selecting What to Print
- Setting the Number of Copies to Print
- Setting the Pages per Sheet
- Previewing and Printing a Document

Word Compatibility Mode

- What Is Compatibility Mode?
- Using the Convert Button

Advanced Paragraph Formatting In Word

- Line Spacing Formatting Options
- Using the Widow/Orphan Control
- Using 'Keep Lines Together'
- Using the 'Keep With Next' Option
- Using 'Page Break Before'
- Applying and Modifying Multilevel List Formatting

Advanced Picture Manipulation in Word

Course Outline | Word Intermediate

- Compatibility Mode & Picture Editing
- Screen Shot of Complete Application Window
- Clipping Screen Shots
- Screen Shots Using the Keyboard
- Picture Tools
- Removing a Background
- Picture Corrections
- Picture Colour
- Picture Artistic Effects
- Compressing Pictures
- Resetting Pictures
- Picture Styles
- Picture Borders
- Cropping a Picture

Word and Sections

- What Are Section Breaks?
- Inserting 'Next Page' Section Breaks
- Inserting 'Odd Page' Section Breaks
- Changing the Section Break Type
- Deleting Section Breaks
- Changing Page Orientation within Sections
- Changing Margins within Sections

Headers, Footers and Sections

- Applying Different Headers and Footers to Each Section within a Document
- Applying Different Headers and Footers to the First Page
- Applying Different Headers and Footers to Odd and Even Pages

Watermarks and Word

- Adding a Pre-Defined Watermark
- Adding a Custom Text Watermark
- Removing a Watermark
- Modifying a Text Watermark
- Adding a Picture Watermark

Advanced Table Manipulation within Word

- Table Styles
- Merging Cells within a Table
- Splitting Cells within a Table
- Modifying Cell Alignment
- Modifying Cell Margins
- Modifying Text Direction within Cells
- Repeating the Table Heading Row for Multi-Page Tables
- Controlling Row Breaking Across Pages
- Performing a Single Column Sort
- Multilevel Sorting
- Converting Delimited Text to a Table
- Converting a Table to Text

Manipulating Styles in Word

- What Are Styles?
- Applying Styles
- Types of Styles
- Creating a Paragraph Style
- Creating a Character Style

Systematix

- Modifying a Style
- Enabling Automatic Style Updating
- Deleting a Style

Text Wrapping and Pictures

- Applying 'In Line' Picture Text Wrapping
- Applying 'Square' Wrapping Picture Formatting
- Applying 'Tight' Picture Wrapping
- Applying 'Behind Text' Picture Wrapping
- Applying 'In Front of Text' Picture Wrapping
- Applying Wrapping to an AutoShape
- Applying Wrapping Formatting to a Chart
- Applying Wrapping Formatting to aPhotograph
- Applying Wrapping Formatting to a Diagram
- Text Wrapping Options within Microsoft Word Tables

Using Columns within Word

- Applying Column Formatting to an Entire Document
- Applying Column Formatting to Just 'Selected Text'
- Changing Number of Columns within a Column Layout
- Changing Column Widths and Spacing
- Using Pre-Set Column Formatting
- Inserting and Removing Lines between Columns
- Inserting Column Breaks
- Deleting Column Breaks

Autocorrect in Word

- Creating, Modifying and Deleting an Autocorrect Entry

Building Blocks

- Creating and Inserting Building Block Items
- Modifying a Building Block Item
- Deleting a Building Block Item

Advanced Find and Replace Features

- Smart Ways of Using the 'Find and Replace' Facility
- Advanced Find and Replace Options Using Font Formatting
- Advanced Find and Replace Options Using Paragraph Formatting
- Advanced Find and Replace Options Using Paragraph Marks
- Advanced Find and Replace Options Using Page Breaks

Using Paste Special

- 'Paste Special' Options Using Formatted and Unformatted Text

Using Captions within Word

- Manually Adding a Caption to a Picture or Table
- Removing Captions
- Changing the Caption Number Formatting

Word Footnotes and Endnotes

- Inserting Footnotes
- Editing and Formatting Footnotes
- Inserting Endnotes
- Editing and Formatting Endnotes

- Converting Footnotes to Endnotes
- Converting Endnotes to Footnotes

Word Bookmarks and Cross-References

- Adding a Bookmark
- Creating a Page Cross-Reference to a Bookmark
- Creating a Cross-Reference to a Numbered Item
- Deleting Cross-References
- Deleting a Bookmark