Course Outline | Word Intermediate

1 day(s)

This intermediate-level course is designed to help users who are familiar with basic Word features to take their skills to the next level. At the end of this course, users should be comfortable with using tools such as styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also understand how to create complex documents using tables, charts, and various types of illustrations.

Course Outline

Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Modify a Chart

Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes
- Customize Document Themes

Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Format Text Boxes and Pull Quotes
- Draw Shapes
- Modify Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Using Templates

- Create a Document Using a Template
- Create a Template

Using Mail Merge

- Mail Merge Basics
- Perform a Mail Merge
- Merge Envelopes and Labels
- Create a Data Source Using Word

Using Macros

- Automate Tasks Using Macros
- Create a Macro