

MICROSOFT WORD INTERMEDIATE LEVEL COURSE

Prerequisites:

Attendees should have attended or have knowledge equivalent to the Introductory Level course.

Duration:

This course can be delivered as a full day course or as individual 3 hour modules

Module 3 - Tabs, Page Layout & Templates

- Creating columns using Tab settings
- Changing Page Margins, Paper Size and Page Orientation
- Inserting & Deleting Page Breaks to adjust page endings
- Inserting & Deleting Section Breaks
- Applying and Removing Newspaper Style Columns
- Inserting and Formatting Page Numbers
- Use of Headers and Footers
- Using existing Templates, i.e. pre-defined Letters, Reports or Forms
- Creating & Editing Basic Templates
- Copy, Cut and Paste within one or across Multiple Documents

Module 4 - Quick Editing & Tables

- Inserting frequently used items using Building Blocks
- Finding & Replacing Words
- Applying Borders and Shading to headings and text

Working with Tables:

- Creating Tables
- Inserting an Excel Table
- Moving and selecting areas of a Table
- Formatting and Aligning Text
- Adding Borders & Shading
- Using the Quick Tables feature
- Adjusting Column & Row Height and Width
- Adding & Deleting Columns and Rows
- Deleting Text from a Table
- Vertically Aligning Text
- Merging & Splitting Cells
- Inserting & Updating Table Formulae
- Converting Text to Tables