

Microsoft Word Intermediate

2002 / 2003 / 2007

Duration: 1 Day



Who Should Attend / Target Audience

This course has been developed for people who want to learn time saving techniques when working with MS Word such as styles and mail merge.

Prerequisites

Participants are required to have attended or have working knowledge of the topics covered in the Microsoft Word Introduction course.

Learning Outcomes

- Use page setup features for document formatting and apply headers and footers to a Word document
- Use columns and sections to format with different page setups
- Create a range of tabs to display lists of information
- Use a more advanced range of editing functions
- Understand the benefits and use styles for creating documents
- Modify documents using tracked changes for editing

Course Content

Version: 18/12/09

Document Formatting

Margins
Landscape Printing
Page Breaks

Headers and Footers

Typing a Header
Header Icons
Typing a Footer
Page Numbering
Using AutoText in the Footer
Inserting the File Name

Autoformats

The Style Gallery

Columns and Sections

Creating Columns
Multiple Column Formats
Creating Sections
Inserting a Column Break

Section Breaks

Inserting a Section Break
Numbering a Section

Tabs

Types of Tabs
Before you Start
Editing the Tabs
Leader Characters

Using Views

Page Layout View
Outline View
Reading Layout View
Zoom Control

Drop Caps

Margin Drop Caps

Merge Documents

Starting the Merge
Field Names
New Address List
Typing the Main Document
Previewing the Letters
Performing the Merge

Find and Replace

Finding Text
Find Options
Finding all Occurrences
Replacing Text

Styles

Style Characteristics
Applying Styles
Updating Styles
Creating New Styles
Adding Styles to the Template
Viewing the Style Area

Tracking Changes

Highlighting Changes
Track Change Options
Reviewing Changes
Turning off Changes

AutoText

Creating an AutoText Entry
Storing an AutoText Entry
Using AutoText Entries

Sorting

Sorting Text or Numbers
Sorting Tables

Synonyms

Using the Thesaurus

Symbols

Inserting Symbols
Choosing a Different Font
Set

Pictures

Previewing a Clip
Inserting a Picture
Moving a Picture
Formatting a Picture
Finding a Picture
Moving a Picture

Next Level Course: MS Word Advanced

Availability: In House Closed Group Public

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