

# MICROSOFT WORD INTERMEDIATE

Learn time-saving techniques in Word and use features such as styles, advanced tables and tracked changes.



## Prerequisites

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

## Expected outcomes

- Manipulate tabs for display of columnar information.
- Add a header and footer to a document.
- Use a more advanced range of editing functions to customise text, bullets and numbering, tables and pictures.
- Track multiple users and their edits with Tracked Changes.
- Create and use simple styles for consistency in document formatting.

## Tabs and indents

- understand tab types
- set up tabs
- type with tabs
- edit tabs
- leader dots
- change default tabs
- work with indents

## Headers and footers

- create a header and footer
- add page numbering
- insert the filename and path
- save filename and path as quick part
- header and footer margins
- different first pages
- different odd and even pages

## Customise bullets and numbering

- create a list
- restart and continue numbering
- change bullet symbols
- adjust spacing
- fix misaligned bullets and

- numbers
- multilevel numbering
- picture bullets

## Styles

- apply existing styles
- update and modify styles
- create new styles
- add styles to the template
- add and remove styles from the ribbon
- navigation pane
- table of contents from styles

## Advanced tables

- merge and split cells
- text direction
- table headings
- tabs in tables
- split a table
- table positioning
- sort rows in a table
- convert tables to text
- convert tabs to tables

## Quick Parts

- add and modify Autotext

## Tracking changes

- turn on track changes
- make changes
- track options
- review changes
- turn off track changes

## Pictures

- crop image
- add a caption (floating and inline)
- compressing an image
- clip art and online images

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

## Who should attend

This course has been developed for people who want to learn time saving techniques when working with Microsoft Word such as styles and bullets and numbering.