

# 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.

## Using the ruler

- understand tabs
- set up and edit tabs
- type with tabs
- leader dots
- work with indents

## Headers and footers

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

## Bullets and numbering

- create a list
- change bullet symbols
- adding lines without bullets
- restart and continue numbering
- change numbering
- adjust spacing
- troubleshoot misaligned bullets and numbers
- multilevel numbering
- picture bullets

## Styles

- apply existing styles
- update and modify styles
- create new styles
- add styles to the template
- heading numbering
- table of contents from styles

## Advanced find and replace

- basic find and replace
- advanced find and replace
- find and replace non printing characters

## Advanced tables

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

## Quick Parts

- save an item as a Quick Part
- add and modify a Quick Part
- inserting a Quick Part
- delete a Quick Part

## Tracking changes

- turn on track changes
- make changes
- track options
- showing/hiding balloons
- accepting/rejecting changes
- turn off track changes

## Pictures

- crop image
- add floating and inline captions
- compressing an image
- clip art and online images
- add alternate text
- insert a table of figures

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.