

MICROSOFT WORD - INTERMEDIATE

COURSE LISTING

This 1 day course is a comprehensive fast paced introduction to Word and covers all the features needed to layout standard business documents in a professional way..

Duration: 1 Day

Review

- Exercise on Introductory Features

Document Formatting

- Document Margins
- Paper Size
- Page Breaks
- Orientation
- Working in Columns

Sections

- When to use Section Breaks
- Page Breaks v Section Breaks
- Different types of Section Breaks
- Adding Headers and Footers
- Changing the Header or Footer through the document

Tables

- Tips & Tricks
- Inserting & Deleting Rows and Columns
- Resizing a Table
- Column Widths
- Setting tabs in a table
- Repeating Column Headings
- Creating a Formula
- Fixing the row height

Styles

- Normal Style v Heading Styles
- Applying Styles to Existing Text
- Modifying a Style
- Adding a Style to the attached Template
- Creating a Paragraph Style
- Style Gallery
- Copying Styles between Templates/Documents

References

- Inserting a Table of Contents
- Working with Cross References

Merging Two Files – Mail Merge

- Terms used in a Mail Merge
- Creating the Main Document
- Creating a Data Source Document
- Adding Information to the Data Source File
- Dealing with an Empty Field in a record
- Opening an existing Data Source File
- Replacing one Merge Field with a different Merge Field
- Merge printing the Main Document and Data Document
- Query Options
- Sorting Options

Mailing Labels

- Printing Mailing Labels using an Existing Data File

Templates

- Using a Template
- Creating a Simple Template
- Template Storage

Building Blocks

- Understanding AutoText and Quick Parts
- The Building Blocks Organizer
- Quick Parts Gallery
- Creating Building Blocks
- Saving Building Blocks
- Find and use a Building Block