

## Microsoft Word Intermediate

### One Day

A hands-on instructor-led Microsoft Word training course allowing people based in Scotland with an existing knowledge of Word fundamentals to improve their skills and create better documents. This course is aimed at people who want to enhance their existing knowledge of Word to create, edit and format documents in a more professional way through demonstration, discussion and practice with an expert trainer within an environment that is highly conducive to learning.

### Course Aims

The main reason to progress through levels of Word training courses is to gain an increased ability to create effective and purposeful documents in an efficient way. The aim on this second level of Word training is to manage document layout using Sections, Headers and Footers and Tables. Delegates will also be able to ensure consistent formatting in documents using Styles, enhance documents with graphics, and compare documents easily. Training therefore covers:

- Benefitting from using sections and columns to differentiate text entries
- Using information from other programmes to work with numbers and lists
- Applying headers and footers for a professional finish
- Working with graphics and with other people

### Course Content

#### Working with Large Documents

- Controlling page layout
- Controlling page layout
- Page breaks
- Section Breaks

#### Working with Headers and Footers

- Creating headers and footers
- First page headers and footers
- Working with page numbers

#### Using Styles and Autotext

- Defining and applying styles
- Modifying and deleting styles

#### Working with Tables and Tabs

- Table formatting basics
- Using table styles
- Drawing tables
- Performing calculations in tables
- Working with Excel data in tables
- Use tabs

#### Working with Graphics

- Inserting graphics and shapes
- Inserting WordArt and symbols
- Creating watermarks
- Drawing in a document
- Applying borders and shading

#### Working with Sections and Columns

- Creating sections
- Multiple columns
- Working with text in columns

#### Automate Entries using AutoCorrect and QuickParts

- Create AutoCorrect Entries
- Quick Parts