

Microsoft Word Intermediate - Duration 1 day

Pre-requisites: Delegates must be confident with using Windows and a mouse, and be experienced with topics covered in the Word Introduction Course.

Aim: By the end of this course you will be able to use intermediate features of Word to create a multi-faced document with the aid of notes.

Objectives: The following objectives will be covered in the course:

- Sections
- Managing Tables
- Mail Merge
- Styles and Auto Text
- Templates
- Macros
- Working with the Internet

Course Outline:

- Working with Sections**
 - Creating Sections
 - Newspaper Columns
 - Using Sections to Change Page Orientation
- Managing Tables and Table Data**
 - Creating and Formatting Tables
 - Working with Table Data
 - Drawing Your Own Table
 - Link and Embed Excel Data
- Using Mail Merge**
 - Creating a Mail Merge Document
 - Completing a Main Document
 - The Merge
 - Sorting and Filtering Merges
 - Using an Alternative Data Source to Create Mailing Labels
- Styles and Auto Text**
 - Applying and Displaying Styles
 - Creating Custom Styles
 - Making Changes to Styles
 - Using Heading Styles to Organise a Document
 - Auto Text Entries
- Introduction to Templates**
 - Templates at a Glance
 - Using a Template
 - Creating a New Fax Cover Sheet Based on a Template
- Introduction to Macros**
 - Running and Recording Macros
 - Working with Existing Macros
 - Custom Toolbars
- The Internet and the Web**
 - About the Internet, the Web, and Email
 - Creating a Web Page based on a Template
 - Adding Hyperlinks to a Web Page
 - Adding Graphical Elements to a Web Page