

MICROSOFT WORD – INTERMEDIATE COURSE OUTLINE

APPLICATION	MICROSOFT WORD
LEVEL	INTERMEDIATE
DURATION	TWO DAYS
WHO SHOULD ATTEND	The course is designed for users who are confident with the basic features available within Word but want to extend their knowledge to some of the more advanced features.

OBJECTIVES

At the end of the course the delegate will be able to:

Styles	create and use character and paragraph styles, modify styles, add styles to templates and delete styles
Mail Merge	mail merge letters and labels, merge to email, use a range of data a sources
Section Breaks	use section breaks to specify parts of a document so that they have different page orientation, numbering, or different headers and footers.
Templates	use and create templates, include form fields
Tables	create and format tables, using formulae and change the table properties, use the draw table feature, create nested tables
Columns	create and use columns, insert sections and graphics into columns
Find and Replace	use Find and Replace to change text, styles and special characters
Graphics and Pictures	insert Graphics and Pictures into a document
Bullets & Numbered Lists	use Numbered and Bulleted Lists, and create multi-level lists