

Course Outline - Word Intermediate : a one-day training course

Bullets and Numbering <ul style="list-style-type: none">▪ Start a bulleted or numbered list automatically▪ Add bullets and numbering to a list▪ Change the appearance of bullet characters▪ Create an outline numbered list	Adding Tables to a Document <ul style="list-style-type: none">▪ Draw or create a table using the mouse, toolbar or menu▪ Apply AutoFormatting to a table▪ Move the insertion point around in a table▪ Insert and delete columns and rows▪ Change the height and width of rows and columns▪ Change the alignment and rotate text within a cell▪ Merge and split cells▪ Add borders and shading to a table
Applying Borders and Shading to Text <ul style="list-style-type: none">▪ Apply borders and shading to paragraphs▪ Remove borders and shading	Adding Graphics to a Document <ul style="list-style-type: none">▪ Insert and format Clip Art objects▪ Insert and format picture files▪ Insert and format WordArt text▪ Use the Drawing toolbar to create pictures▪ Draw AutoShapes▪ Modify and format drawing objects and AutoShapes
Working with Sections <ul style="list-style-type: none">▪ Understand the concept of sections▪ Create sections with formatting that differs from other sections▪ Use different types of section break▪ Create and use newspaper columns▪ Create and use newspaper columns▪ Revise column structure▪ Create and modify headers and footers▪ Create and modify page numbers	Word and the Internet <ul style="list-style-type: none">▪ Create hyperlinks▪ Use Web Page Preview▪ Save a document as a web page▪ Send a document via email

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Word Proofing Tools

- Correct spelling/typing errors as you type
- Use the Spelling and Grammar Checker
- Set options for the Spelling and Grammar Checker
- Use the Thesaurus
- Use the Browse Selector to navigate a document in different ways
- Use Go To to locate specific elements in a document
- Find and replace text
- Highlight text in document
- Count the number of words used in a document
- Add and review document comments
- Compare and merge documents

Creating Charts in Word

- Create a graph using Microsoft Graph
- Modify graph data
- Import data into a graph
- Modify an embedded graph
- Change the chart type
- Add chart elements

Word Productivity Tools

- Setup AutoCorrect to correct errors as you type
- Create and apply frequently used AutoText
- Use AutoFormat
- Apply styles
- Prepare and print envelopes and labels

Creating Diagrams in Word

- Build an organisation chart
- Modify an organisation chart
- Create and modify a diagram

Microsoft Word Intermediate

A one-day training course

Course Aims

This practical 1-day course will teach students how to create sophisticated documents using Microsoft Word, incorporating graphics, tables, borders, lists and sections. Students will also learn how to speed up document creation and ensure accuracy using the proofing and productivity tools that are available. The course also demonstrates the use of Internet features that allow documents to be published as HTML or sent by e-mail.

Who Should Attend?

Recent users of Word who want to increase their proficiency in this product.

Note : Familiarity with the basic features of Word is required.