MS Word–1 day

Intermediate

Prerequisites
In order to successfully master Word Intermediate, Word Beginners must have been completed.
The user must be confident with at least 80% of the course material from the Beginners course.

Mail Merge
- Creating the Main Document
- Creating the Data Source
- Completing the Main Document
- Merging the Data
- Sorting and Filtering Records to be Merged
- Mailing Labels
- Merging Documents using Alternate Data Sources

Tables
- Create a Table
- Insert Rows & Columns
- Delete Rows & Columns
- Merge Cells
- Borders & Shading
- Draw Tables
- Cell Alignment
- Sort Columns
- Table AutoFormat

Advanced Formatting
- Insert Columns
- Using Text Flow Options
- Finding and Replacing Formats
- Creating Page Borders
- Modifying Page Borders
- Formatting First Page Differently from Subsequent Pages
- Sorting Tables, Lists and Paragraphs
- Format Numbering

Styles
- Creating a New Style
- Modifying an Existing Style
- Applying the Style
- Deleting Styles
- Renaming Styles
- Sharing Styles

Adding Bitmapped Graphics
- Sizing a Graphic
- Copying or Moving a Graphic
- Cropping a Graphic
- Creating Watermarks
- Wrap Text
- Draw Shapes & Autoshapes
- Insert WordArt
- Create Diagrams