Microsoft Word Training
Intermediate

Course Objectives

- Produce documents effectively using time saving formatting techniques
- Add borders and shading to text
- Present effective summary information using bullets
- Include complex numbered lists such as contract clauses
- Use timesaving techniques such as Auto Text to insert frequently used text such as company name and logos, job titles or standard phrases
- Use Mail Merge techniques to produce bulk mailouts for such things as advertising flyers, invitations, tax invoices etc
- Use Find and Replace to search and replace text
- Add Headers and Footers to pages

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Introduction to Microsoft Word or have a good understanding of the basic features of Microsoft Word.

Course Outline

Character Formatting
- Setting the default font
- Character spacing
- Using Drop Caps
- Inserting special characters and symbols

Paragraph Formatting
- Indenting paragraphs using the keyboard, ruler, dialog box and toolbar
- Borders and Shading
- Adding and removing borders to text, paragraphs and pages
- Adding and removing shading to text and paragraphs

Bullets and Numbering
- Creating and modifying a numbered and bulleted list
- Picture Bullets
- Outline numbered list

Using and Creating Tabs
- Types of Tabs
- Setting, moving and removing tabs
- Tabs with dot leaders

Tables
- Inserting a table using the toolbar, menu and Draw Table option
- Navigating within a table
- Selecting parts of a table
- Inserting and deleting cells, rows and columns
- Changing column width
- Applying borders and shading to a table

Time Saving Techniques
- Using AutoText to quickly insert frequently re-used text
- Using AutoCorrect to replace common spelling and typing errors
- Defining, locating and deleting Bookmarks

Mail Merge
- Creating a main document and data source
- Merging the main document and data source
- Generating mailing labels
- Sorting and filtering the data source

Page Layout
- Changing the margins using the ruler and the dialog box
- Changing margins for double sided documents
- Altering the page orientation and size
- Page layout default settings
- Inserting page breaks

Headers and Footers
- Creating headers and footers
- Modifying and deleting headers and footers

Find and Replace
- Using the search and replace features for text and documents

Managing Documents
- Using Document Properties
- Finding "lost" files
- Finding Files