



Microsoft Word Intermediate

Participants on this Microsoft Word Intermediate 1 day course will build on their existing knowledge of Word to gain an in-depth understanding of Bullets and Numbering, Tabs and Styles before moving on to the relationship between Sections and Headers and Footers. You will also be shown tips and shortcuts for working even more efficiently with your Word documents.

The course is designed for those who already have a solid grasp of the underpinning principles of Word and are seeking to further advance their knowledge and skills.

Course Details

Skill Level:	Intermediate
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Creating Lists

- Creating a Bulleted List
- Create a Numbered List
- Using Multi-Level Numbering
- Modifying Lists

Adding Headers & Footers

- Adding Headers and Footers
- Page Numbering Options
- Different First Page Options

Tables and Linking

- Adding Tables
- Merging and Splitting Cells
- Linking to Excel Tables

Using Tabs

- Types of Tabs
- Setting up Tabs with the Ruler
- Using the Dialog Box

Using Styles

- Formatting Efficiently with Styles
- Using the Style Gallery
- Modifying Styles
- Built in vs User Defined Styles

Graphics

- Inserting Graphics
- Resizing and Moving Graphics
- Text Wrapping with Graphics
- Inserting Screenshots
- Adding and Deleting Watermarks

Quick Parts

- Using Quick Parts and Autotext
- Saving Autotext Entries
- Inserting Autotext
- Modifying Autotext

Table of Contents

- Creating a Table of Contents
- TOC Options
- Modifying a TOC

SmartArt

- Using SmartArt
- Working with Organisation Charts

Working with Sections

- Types of Section Breaks
- Inserting Section Breaks
- Deleting Section Breaks



I've was very impressed with the course and also the facilitator and have learnt a lot in a short space of time that is valuable to me on an everyday basis.

I will highly recommend to my colleagues and looking forward to passing on my newly acquired knowledge!

J. Brown