



## **MS Word Intermediate A One Day Training Course**

### **Course Aims:**

This intensive course is designed to build upon the skills already acquired in Microsoft Word.

As the latest product from the Microsoft stable, Word provides the same style of easy-to-use menus as the rest of the MS Office suite.

This entirely 'hands on' course will give participants a good understanding of text production, editing and printing including mail-merge, columns and tables.

### **Course Outline:**

#### **ms word intermediate**

- review exercise
- task pane

#### **bullets and numbering**

- automatic bullets and numbering
- applying bullets and numbering to text
- customising bullets
- creating an outline list
- borders, lines and shading
- adding borders
- removing borders and shading

#### **working with sections**

- creating a new section
- column formatting
- headers and footers
- page numbering

#### **proofing tools**

- automatic spell checking
- spell checking selected text or the whole document
- hiding spelling and grammar errors
- using browse
- go to
- finding and replacing text

#### **productivity tools**

- autocorrect
- auto text
- auto formatting
- applying styles
- creating envelopes and labels

#### **tables**

- drawing a table
- creating a table
- moving the insertion point
- modifying a table
- merging cells
- splitting cells
- table borders

#### **graphics**

- inserting clip art and pictures
- using wordart
- creating drawings
- drawing autoshape objects
- manipulating objects
- changing the properties of objects

### **Assumed Knowledge:**

It is essential that the delegate has successfully completed the MS Word 2003 Introductory course or has gained similar knowledge within the working environment.