



## Microsoft Word Training

### Microsoft Word Intermediate

#### About The Course

This 1 day course extends on the basics of Microsoft Word and helps students create more complex and varied documents. Existing skills and knowledge are enhanced by covering more complex aspects of formatting, pictures, tables and lists, and introduces new features such as merging, sections and styles.

#### Duration: 1 day

**Class size:** 10 students max

**Times:** 9:00am - 5:00pm

**Price:** Refer to our website for current course and package pricing

#### After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

#### Who Should Do This Course?

This course is primarily designed for people with some Microsoft Word experience who wish to improve their skills and productivity. Upon successful completion of the course, participants should be able to work with tables, create drawings, perform mail merges and improve productivity with a range of automation features.

#### Prerequisites

Participants should have completed Word Beginner course or be able to create basic documents in Microsoft Word. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

## Content

### Unit 1: Formatting Techniques

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting a Page Break
- Applying Hyphenation to Text
- Hiding Text
- Inserting a Drop Cap

- Understanding Returns
- Inserting Hard and Soft Returns
- Removing Returns
- Revealing Formatting

### Unit 2: Tables

- Understanding Tables
- Creating a Table
- Adding Data to a Table
- Selecting in Tables Using the Ribbon
- Selecting in Tables Using the Mouse
- Inserting Columns and Rows

- Deleting Columns and Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Adding Custom Borders
- Choosing a Table Style

### Unit 3: Table Features

- Creating a Table from Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas into a Table
- Updating Formulas in a Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables
- Changing the Direction of Text
- Repeating Heading Rows
- Converting a Table to Text

### Unit 4: Building Blocks

- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting a Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks

### Unit 5: Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles

### Unit 6: Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Inserting a Blank Header
- Inserting a Blank Footer
- Switching Between Headers and Footers
- Editing Headers and Footers

- Inserting Page Numbering
- Inserting Date Information
- Inserting Document Properties
- Formatting Header and Footer Text

### Unit 7: Pictures

- Understanding Pictures
- Understanding Online Pictures
- Inserting a Picture
- Inserting an Online Picture
- Selecting Pictures
- Positioning Pictures
- Applying Text Wrapping Styles
- Resizing a Picture
- Applying Picture Styles to Pictures
- Resetting Pictures
- Changing the Picture
- Cropping a Picture
- Deleting Pictures

### Unit 8: Shapes

- Understanding Shapes
- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying a Fill to the Drawing Canvas
- Applying Text Wrapping to a Canvas

### Unit 9: Page Techniques

- Inserting a Cover Page
- Inserting a Blank Cover Page
- Inserting a Watermark
- Creating a Watermark
- Removing a Watermark
- Applying Page Colours
- Applying a Page Border
- Applying Lines to a Page

### Unit 10: Performing a Mail Merge

- Understanding Mail Merge
- Understanding the Mail Merge Process
- Creating a Recipient List
- Creating the Starting Document
- Starting the Mail Merge Wizard

- Selecting a Recipient List
- Inserting Mail Merge Fields
- Previewing the Merged Documents
- Completing the Merge

## Unit 11: Mail Merge Techniques

- Running a Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying an if Then Else Rule
- Applying a Fill in Rule

## Unit 12: Importing

- Understanding Importing
- Importing Text
- Importing Excel Data
- Importing and Linking Excel Data
- Importing and Embedding Excel Data
- Modifying Embedded Excel Data
- Inserting a Hyperlink to External Data
- Understanding Hyperlinking Options
- Using Hyperlinks

## Unit 13: WordArt

- Understanding WordArt
- Applying WordArt
- Positioning WordArt
- Editing WordArt Text
- Formatting WordArt Text
- Applying Text Effects
- Deleting WordArt

## Unit 14: Themes

- Understanding Themes
- Applying a Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Creating a Custom Theme
- Applying a Theme to a Template
- Resetting a Theme

## Looking for course dates?

To view a full list of course dates, please visit our website at [www.dynamicwebtraining.com.au](http://www.dynamicwebtraining.com.au)

Alternatively please contact our office on **1300 888 724**