



MICROSOFT WORD - INTERMEDIATE

Course Duration: 1 Day

- 1. Bullets and Numbering**
 - Applying Bullets & Numbering to Text
 - Customising Bullets
 - Creating an Outline List
- 2. Enhanced Page Setup**
 - Headers and Footers
 - Page Numbering
 - Working with Section Breaks
- 3. Productivity Tools**
 - Autocorrect
 - AutoText, AutoComplete
 - AutoFormatting
 - Applying Styles
- 4. Borders/Lines/Shading and Drop Cap**
 - Adding Borders
 - Removing Borders and Shading
 - Creating Drop Caps
- 5. Tables**
 - Drawing a Table
 - Creating a Table
 - Moving the Insertion Point
 - Modifying a Table
 - Merging Cells
 - Splitting Cells
 - Table Borders
 - Maths Feature
 - Sorting Data
- 6. Columns**
 - Creating Columns
 - Modifying Columns
 - Viewing Multiple Columns
 - Creating Uneven Columns
 - Working with Column Breaks
- 7. Mail Merge**
 - Creating a Main Document
 - Creating a Data Document
 - Completing the Main Document
 - Editing the Data Document
 - Using External Data
 - Printing Mail Merge Documents
 - Sorting and Selecting Records
 - Creating Labels
- 8. Customising Word**
 - Displaying Hidden Toolbars
 - Floating and Docking Toolbars
 - Customising Toolbars
 - Creating a Toolbar
 - The Menu Bar
- 9. File Management**
 - Creating Folders
 - Selecting Files
 - Copying/Moving Files
 - Deleting Files
 - Previewing Files
 - Sorting Files