



Microsoft Word Intermediate

Aim:

After completing this course, students will know how to:

- Create and format sections in a document, create multiple columns and sort text in columns
- Work with Tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command and drawing a table.
- Import Excel data into Word tables, use formulas to perform calculations and link and embed Excel data
- Create and modify styles to format text and to set up and use different views including Outline view the Document Map pane, and thumbnails.
- Create specialised Headers and Footers for the first page, odd and even pages, and sections, and use the page numbering feature.
- Print single labels and envelopes
- Add graphics and objects by inserting files, Clip Art, WordArt, symbols, and drawn objects and the change the document appearance by using background colours and fill effects, watermarks and themes
- Use and create Templates, view and edit document properties, modify template fields, and protect templates

Pre-requisite: *Windows Introduction and Excel Intermediate*, or equivalent knowledge

Duration: **One day – Six hours in duration**

Course Content

Working with Sections and Columns

- Creating and formatting sections
- Working with multiple columns
- Working with text in columns

Formatting Tables

- Table formatting basics
- Borders and shading
- Table AutoFormats
- Drawing Tables

Working with Excel Data

- Importing data and creating charts
- Performing calculation in tables
- Linking and embedding data

Headers and Footers

- Different headers and footers
- Page Numbering

Working with Graphics and Objects

- Working with graphics and clip art
- Inserting WordArt and symbols
- Customising the background
- Using Drawing Tools

Document Templates

- Template basics
- Creating Templates

Working with Styles

- Creating modifying and deleting Styles
- Navigating in large documents

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