WORD INTERMEDIATE

DURATION

1 day

COURSE DESCRIPTION

This course is aimed towards those who have either completed the introduction course or who have used Word for a while and are looking to improve the efficiency of Word documents. The course covers tables, section breaks, mail merge and an introduction to styles.

CANDIDATE LEVEL

Candidates should have had use of Word equivalent to the Word Introduction level course which means they can already create documents, change margins and indents, format text and control paragraphs indents and spacing.

COURSE CONTENT*

SECTION AND PAGE BREAKS
- Page Break
- Insert Section Breaks
- Create sections with different formats
- Use sections to create multiple headers

COLUMNS
- Enter text in a column format
- Format column width
- Use column breaks
- Multiple columns using section breaks

TABS AND INDENTS
- Indenting text
- Left, right, centre, decimal and bar tabs
- Dot leader tabs
- Bullets and numbering (time permitting)

STYLES
- Use heading styles
- Modify and create new styles
- Document Map of styles
- Insert a table of contents

HYPERLINKS

MAIL MERGE
- Determine what Mail Merge does
- Create a letter, email and label mail merge
- Edit recipient list

GRAPHICS (TIME PERMITTING)
- Insert SmartArt, Pictures
- Insert a chart from Excel

Timings: 9:00-3:00 or 9:30-3:30

* The outline provides guidance on the topics to be covered on the course. Course content may vary according to the requirements and abilities of the members of the group.

For further information or course booking contact andie@ittraininghub.co.uk