

Intermediate Microsoft Word

(1 day)

Aim

To give delegates a good working knowledge of Word for Windows word processing

Who should attend

People who have introductory skill level and who wish to enhance their existing knowledge of Word for Windows

Course Content

Review of Basics

Formatting

AutoCorrect
AutoComplete
AutoFormat
AutoText
Working with borders

Tables

Creating Tables
Selecting columns/rows
Inserting/deleting/entering and editing data
Formatting text in tables
Borders/shading
Table Wizard
Formula
Layout

Columns

Creating columns
Column breaks
Lines

Layout Control

Alternating Page Structure
Odd/Even pages
Page numbering
Headers and footers
Section breaks

Mail Merge

Creating a data file
Creating a merge file
Merging
Creating tables for printing

Writing Tools

Spell checker
Thesaurus
Grammar

Create Documents for Use on Internet/Intranet

Save a document as HTML
Create a hyperlink
Browse through files
Use Web Page Preview
Sending a document via e-mail
Round tripping



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