

Word Intermediate

Target Audience

This one day course is aimed at users who already have an understanding of Word. First time users of Word should first complete the Introductory Course. This course will provide a more in-depth knowledge of the package.

Course Details

This is a structured one day course with expert tuition, demonstrations and hands on practice.

A training manual or reference guide and appropriate exercises are provided.

Course Objectives

- To enable the user to quickly produce documents.
- To create professional documents using tables and other formatting.
- To enable the user to customise Word.

Course Content

- Revision of introductory topics.
- Using newspaper columns
- Using section breaks to create portrait/landscape pages in the same document, or have different headers and footer in a document.
- Creating and applying styles.
- Working with drawing tools, WordArt, Clipart and Diagrams.
- Creating an Organisation chart
- Inserting pictures, water marks and graphics into your document. Adjusting text wrap and other settings.
- Creating and working with more complex Tables.
- Using AutoText to insert standard text into documents.
- Producing Templates for frequently used documents (ie faxes, memos).
- Introduction to Mail Merge
- Creating envelopes and labels.