



Course Outline

Microsoft Office Word Intermediate - 1 day

This course expands on the FUNDAMENTALS course showing users how to use more features in Word to allow customising settings and how to use and operate the software effectively. There is a focus on learning how to use the features of Word to work more efficiently, to collaborate and to be able to prepare documents ready for the more advanced functions and features that may be applied to them in the future. You should have attended formal training on Word prior to attending this course.

At the completion of this course the student should be able to:

- modify Word options
- work with the Navigation pane
- work with multiple documents
- use a range of formatting techniques to position text and paragraphs
- create and work with various types of tabs
- define and modify lists
- use table features to improve the layout and format of tables
- create and use building blocks
- create and apply styles
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- use the Mail Merge Wizard to perform mail merges
- insert and work with pictures in a Word document
- use the new drawing and illustrating tools in Word 2010
- insert and work with WordArt and text effects

Contents

Setting Word Options

Understanding Word Options

Personalising Word

Setting Display Options

Understanding File Locations

Setting File Locations

Understanding Save

Options

Setting Save Options

Practice Exercise

Navigation Pane

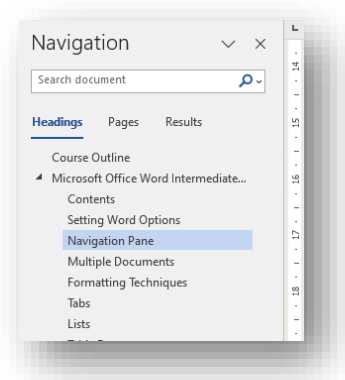
Navigating Documents

Viewing Headings

Editing Headings

Adding Headings

Moving Headings



Multiple Documents

Opening Multiple Documents

Switching Between Open Documents

Arranging All

Viewing Side By Side

Synchronised Scrolling

Resetting The Window Position

Practice Exercise

Formatting Techniques

Applying First Line Indents

Applying Hanging Indents

Applying Right Indents

Understanding Pagination

Controlling Widows And Orphans

Keeping Paragraphs Together

Keeping Lines Together

Inserting A Page Break

Applying Hyphenation To Text

Hiding Text

Inserting A Drop Cap

Understanding Returns

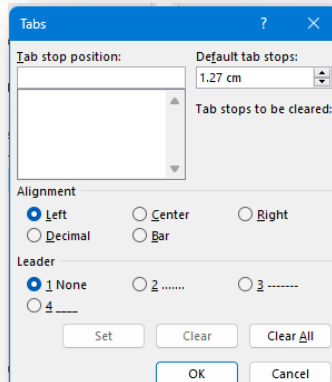


Inserting Hard And Soft Returns

- Removing Returns
- Revealing Formatting
- Practice Exercise

Tabs

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Setting Tabs In The Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs
- Practice Exercise



Lists

- Understanding Lists
- Applying Bullets
- Defining A Bullet
- Modifying A Bullet
- Applying Numbering
- Defining A Number Format
- Renumbering A List
- Understanding Multilevel Lists
- Applying A Multilevel List
- Promoting And Demoting List Items
- Defining A Multilevel List
- Creating A Multilevel List Style
- Modifying A Multilevel List Style
- Practice Exercise

Table Features

- Creating A Table From Text
- Aligning Data In Cells
- Inserting Formulas Into A Table
- Updating Formulas In A Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Displaying Table Gridlines
- Understanding Table Properties
- Aligning Tables
- Changing The Direction Of Text
- Repeating Heading Rows
- Converting A Table To Text
- Practice Exercise

Building Blocks

- Understanding Building Blocks

Inserting A Building Block

- Creating Building Blocks
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks
- Saving Building Blocks To A Template
- AutoText Versus Quick Parts
- Practice Exercise

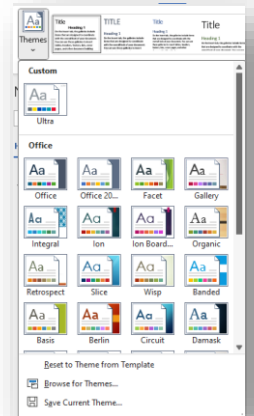


Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles
- Practice Exercise

Themes

- Understanding Themes
- Applying A Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Saving A Custom Theme
- Downloading And Installing A Theme
- Applying A Theme To A Template
- Resetting A Theme
- Practice Exercise



Templates

- Understanding Templates
- Using A Sample Template
- Downloading An Online Template
- Creating A Template
- Modifying A Template
- Using A Custom Template
- Attaching A Template To A Document
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates
- Practice Exercise

Section Breaks

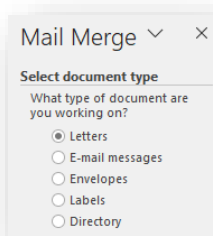
- Understanding Section Breaks
- Inserting A Next Page Break
- Inserting A Continuous Section Break
- Inserting An Even Page Section Break
- Inserting An Odd Page Section Break
- Practice Exercise



Headers And Footers

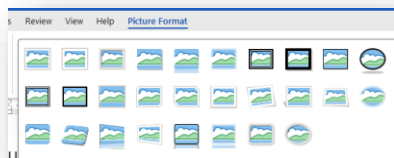
- Understanding Headers And Footers
- Inserting Headers And Footers
- Inserting A Blank Header
- Inserting A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Inserting Page Numbering
- Inserting Date Information
- Inserting Document Information
- Formatting Header And Footer Text
- Practice Exercise

Mail Merging



- Understanding Mail Merging
- Understanding Mail Merge Terminology
- The Mail Merge Wizard Process
- Selecting The Starting Document
- Selecting A Recipient List
- Inserting Merge Fields
- Previewing The Merged Documents
- Completing The Merge
- Practice Exercise

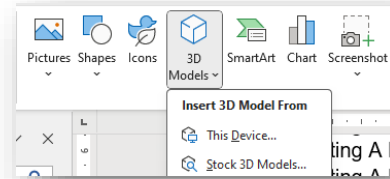
Pictures



- Understanding Pictures
- Inserting A Picture
- Changing The Picture
- Removing A Picture Background
- Correcting Pictures
- Changing Picture Colouring
- Applying Artistic Effects
- Changing Picture Styles

- Changing Picture Effects
- Repositioning Pictures
- The Picture Format Short Cut Menu
- Changing The Picture Layout
- Practice Exercise

Drawing And Illustrating



- Understanding Illustrations
- Inserting Clip Art
- Modifying Clip Art
- Inserting Shapes
- Modifying Shapes
- Inserting Text Into A Shape
- Custom Text Wrapping
- Finding And Selecting Shapes
- Using A Canvas
- Inserting Screen Shots
- Inserting A Screen Clip
- Understanding SmartArt
- Creating A SmartArt Image
- Adding Text To SmartArt
- Changing The SmartArt Style
- Changing Colours In A SmartArt Image
- Changing A SmartArt Layout
- Adding More Shapes To SmartArt
- Resizing SmartArt
- Practice Exercise

WordArt

- Understanding WordArt
- Applying WordArt
- Positioning WordArt
- Editing WordArt Text
- Formatting WordArt Text
- Applying Text Effects
- Deleting WordArt
- Practice Exercise