Microsoft Word: Intermediate

Duration: 1 Day

Introduction/Summary

TheLightBulb's Microsoft Word intermediate course will help increase your basic knowledge of what you already know in Microsoft Word. This one day intermediate course will move on to more advanced formatting functions, working with longer documents, merging data from a database into Word templates, and producing more interactive documents.

This workshop can be delivered at our dedicated training centre in Basildon or tailored to meet your needs and delivered at your own premises.

Outcomes

By the end of this course you'll be a power user of Microsoft Word and will feel confident using all the desktop features of this application.

Content

The following are suggested topics for this level of the package and it is not intended that every subject will be covered. The actual content can be decided prior to the day or after discussion with the delegates. It will be dependent upon the skill levels of each individual.

- Revision of introductory topics
- Using the task pane (if relevant version) including the clip board
- Indents and tabs
- Customising bullets and numbers
- Using outline numbering
- Creating and manipulating a table
- Working with columns
- Section breaks – how to create and use sections
- Landscape and Portrait within a document
- Using Headers and Footers with page numbers
- Headers and Footers combined with section breaks
- Creating and storing a document template
- Understanding why templates are important
- Understanding and using mail merges
- Envelope and Label Options
- Inserting dates and symbols
- Working with lists

Requirements/Pre-Requisites

Delegates should be aware of the contents of the introductory level course.

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