



Course Name

Microsoft Word Intermediate

Course Duration

One Day

Course Objectives

This course is suitable for existing users who wish to improve their current knowledge of Microsoft Word and develop the basic word processing skills that they already have. The course is 100% hands-on, with exercises to help the trainees practice the new skills they learn.

Course Content

- **Additional Editing & Formatting techniques**
 - Using AutoCorrect
 - Using AutoFormat
 - Using & Formatting Bullets & Numbers
 - Cut, Copy & Paste between Word and other documents
- **Advanced Table Techniques**
 - Using Draw Table
 - Merging & Splitting cells
 - Formulae in Tables
 - Aligning Text & changing Text Direction
 - Sorting Data in a Table
- **Basic Mail Merge**
 - Creating the Main Document
 - Creating the Data Source
 - Entering data into the Data Source
 - Performing the Merge
- **Internet Features**
 - Hyperlinks to Web pages
- **Styles and Templates**
 - Using, Modifying & Creating Styles
 - Creating Templates
- **Table of Contents**
 - Creating, Updating & Deleting a Table of Content
- **Charts, Pictures & WordArt**
 - Using Charts & Pictures in documents
 - Using SmartArt in a document
 - Using WordArt in a document
- **AutoText**
 - Define an AutoText entry
 - Insert an AutoText entry
 - Using the Spike
 - AutoComplete
- **Using Themes**
 - Work with Themes to create professional and well-designed documents for viewing in Word, in e-mail, or on the Web.

Prerequisites

Microsoft Word Introduction, or equivalent level of knowledge.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**