

Intermediate Word Course

The Intermediate Word course is an introduction into using Microsoft Word for users who are familiar with Word but would like to use more of its time saving features. The course is exercise driven using realistic examples and exercises to provide practical knowledge, which then can be applied within the employee's everyday work.

1. File Management

- User information
- Word File Properties
- Switching between documents
- Open file as Read-Only
- Open multiple files simultaneously
- Printing multiple files simultaneously
- Inserting a separate file into a document
- Using Document Scraps

2. Other useful Word Features

- Hyphenation
- Working with columns
- Find, Replace and Go To

3. Customising Lists

- Customising Bullet Lists
- Customising Numbered Lists

4. Working with Tables

- Table Manipulation
- Auto Table Formats

5. Mail Merge

- Mailing Labels
- Mail Merging Letters

6. Styles

- Creating new styles
- Applying styles

7. Working with Templates

- Creating a document from a template
- Saving a document as a template

8. OLE (Object Linking and Embedding)

- Linking an Object
- Embedding an Object

Duration

1 day (1000 to 1600)

Up to 6 attendees