

ONE DAY COURSE OUTLINE

WORD INTERMEDIATE

Prerequisites

This course assumes a basic understanding of the software. It would also be beneficial to have a general understanding of the Windows operating system environment.

Target Audience

This course aims to enhance existing skills by covering more specific documentation creation aspects.

Learning Outcomes

- Work with document techniques including inserting a cover page, applying page colours and borders and working with and modifying columns.
- Use a range of formatting techniques such as indents, controlling pagination, inserting a drop cap and understanding returns.
- Working with PDF documents
- Setting preferences and properties
- Understand, apply, modify and create styles
- Understand, apply, modify and create a theme
- Create and use templates.
- Learn how to work with section breaks
- Insert and work with headers and footers
- Perform various merging tasks
- Draw and format shapes
- Insert and work with text boxes
- Use table features to improve the layout and format of tables
- Ways to create and/or insert an Excel spreadsheet in a Word document
- Enhance and correct pictures

Contents

Document Techniques

- Working with Multiple Documents
- Inserting A Cover Page
- Applying Page Colours
- Applying A Page Border
- Understanding Columns
- Creating Columns of Text
- Inserting Column Breaks

Formatting Techniques

- Applying Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting A Page Break
- Inserting A Drop Cap
- Understanding Returns
- Revealing Formatting

Preferences and Properties

- Understanding Word Options
- Advanced Properties

Styles

- Understanding Styles
- Applying a Style
- Creating a Style
- Applying Custom Styles
- Understanding the Modify Style
- Dialog Box
- Selecting and Updating Styles
- Importing and Exporting Styles

Themes

- Understanding Themes
- Applying a Theme
- Modifying a Theme
- Creating A Custom Theme
- Applying a Theme to a Template

Templates

- Understanding Templates
- Using A Sample Template
- Creating A Template
- Modifying A Template
- Attaching A Template to A Document
- Copying Styles Between Templates

Section Breaks

- Understanding Section Breaks
- Inserting A Next Page Section Break
- Inserting A Continuous Section Break

Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Editing Headers and Footers
- Inserting Page Numbering
- Inserting Date Information
- Adjusting Header and Footer Positions
- Inserting First Page Headers And
- Footers
- Inserting Different Odd and Even
- Pages
- Creating Section Headers And
- Footers
- Unlinking Section Headers and Footers

Merging Techniques

- Understanding Recipient Lists
- Creating A Recipient List
- Understanding Merging from Scratch
- Completing Mailing Labels
- Running A Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying an If...Then...Else... Rule
- Applying A Fill in Rule

Shapes

- Drawing Shapes
- Selecting, Resizing, Moving, Aligning, Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Use the Drawing Canvas
- Applying Shape Styles
- Formatting Shapes

Text Boxes

- Understanding Text Boxes
- Inserting A Preformatted Text Box
- Typing Text into A Text Box
- Positioning, Resizing and Deleting a Text Box
- Formatting A Text Box
- Linking Text Boxes
- Applying Effects to Text Boxes

Table Features

- Creating A Table from Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas into A Table
- Sorting Table Data
- Merging Table Cells Splitting Table Cells Understanding Table Properties
- Aligning Tables
- Changing the Direction of Text
- Repeating Heading Rows
- Insert an Excel Spreadsheet into a Word document

Enhancing Pictures

- Understanding Picture
- Enhancements
- Removing A Picture Background
- Correcting Pictures
- Colouring Pictures
- Applying Artistic Effects
- Applying Shadows and Reflections
- Applying A Glow Effect
- Softening and Beveling Edges
- Applying Picture Styles to Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing the Picture Layout