



Microsoft® Word

Intermediate Course One Day Course

This course is designed for those who either have a sound basic working knowledge of Word or have attended the S&G Word Introduction Course. Upon completion of the course delegates will have had the opportunity to expand their skills beyond day-to-day user level and be capable of producing sophisticated documents using Word's more complex functions.

Course Outline

Automatic Functions

Revision of: AutoCorrect, AutoText & AutoFormat & AutoFormat as you type
Smart Tags overview
Task Panes and Ribbons
File formats
Zooms, Word Count, Proofing
Object Browser

Advanced Document Formatting

Margins, Page Orientation
Line and character spacing
Page Numbering
Headers and Footers
Path and file names in footer
Newspaper Columns
Page Breaks
Advanced Find and Replace
Navigation task pane

Sections

Section Breaks
Changing Section Formats for Headers & Footers
Page Orientation
Columns

Automatic Numbering

Bullets, Numbering
Customised Bullets
Outline Numbering and List Styles

Sorting

Sorting Tabular lists, Paragraphs
Sorting data in Tables

Table of Contents

Creating/Updating a Table of Contents
Updating a Table of Contents

Table of Figures

Creating/Updating a Table of Figures
Updating a Table of Figures

Tables

Revision of Tables
Sorting data
Table calculations
Text to table and table to text

Letters & Mailings

Mail Merge Wizard
Generating the Merge files
Merge to letters and labels
Sorting records
E-mail mail shots

Document Collaboration

Review Ribbon
Track Changes, colours
Redline Document
Show Mark-up, Balloons
Inserting comments
Reviewing Pane
Accept and Reject Changes, Mark as final
Compare side by side, Splitting, Arrange
Restrict Editing
Protecting with a password

Automating the Word Environment

Simple Templates
Basic Macros
Customising Quick Access Toolbar
Customising the Ribbons
Creating your own Ribbons
Bringing back 2003 favourite icons

Styles

Creating and Applying Styles
Styles & Formatting Task Pane

Advanced Drawing Tools

Drawing Toolbar, working with Pictures
SmartArts and Watermarks

Tips & Tricks

Keyboard shortcuts

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk