

Microsoft Word Intermediate

Duration: 1 Day of Training

Course Description

You will create complex documents and build personalized efficiency tools using Microsoft Office Word. The course will cover aspects and differences from 2016, 2013, 2010, and 2007.

Target Students

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

Prerequisites

To ensure success, students should be comfortable in the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Students should also be able to use Microsoft Word to create, edit, format, save, and print basic documents. Before starting this course, students should have completed the following course or possess the equivalent knowledge:

- Microsoft Word Introduction

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Objectives

Upon successful completion of this course, students will be able to:-

- Work with tables and charts
- Customize formats using styles and themes
- Use images in a document
- Create custom graphic elements
- Insert content using Quick Parts
- Control text flow
- Use templates
- Use mail merge
- Use macros

Course Content

Lesson 1: Working with Tables and Charts

Topic A: Sort Table Data

Topic B: Control Cell Layout

Topic C: Perform Calculations in a Table

Topic D: Create a Chart

Lesson 2: Customizing Formats Using Styles and Themes

Topic A: Create and Modify Text Styles

Topic B: Create Custom List or Table Styles

Topic C: Apply Document Themes

Lesson 3: Using Images in a Document

Topic A: Resize an Image

Topic B: Adjust Image Appearance

Topic C: Integrate Pictures and Text

Topic D: Insert and Format Screenshots

Topic E: Insert Video

Lesson 4: Creating Custom Graphic Elements

Topic A: Create Text Boxes and Pull Quotes

Topic B: Draw Shapes

Topic C: Add WordArt and Other Text Effects

Topic D: Create Complex Illustrations with SmartArt

Lesson 5: Inserting Content Using Quick Parts

Topic A: Insert Building Blocks

Topic B: Create and Modify Building Blocks

Topic C: Insert Fields Using Quick Parts

Lesson 6: Controlling Text Flow

Topic A: Control Paragraph Flow

Topic B: Insert Section Breaks

Topic C: Insert Columns

Topic D: Link Text Boxes to Control Text Flow

Lesson 7: Using Templates

Topic A: Create a Document Using a Template

Topic B: Create a Template

Lesson 8: Using Mail Merge

Topic A: The Mail Merge Features

Topic B: Merge Envelopes and Labels

Topic C: Create a Data Source Using Word

Lesson 9: Using Macros

Topic A: Automate Tasks Using Macros

Topic B: Create a Macro



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