


<b>Word Intermediate – 1 day</b>		
<p><b>Course Objectives</b></p> <p>To learn to work with sections in documents, create columns, create and manipulate tables, use word automatics, plus use simple graphics to present documents to their best advantage using Word. By the end of this course, students will be able to improve document presentation and layout, create a standard document using an existing template, organise and maintain text in a table and insert and edit graphics and drawing objects.</p> <p><b>Prerequisites</b></p> <p>It is recommended that students have basic experience with the underlying operating system and the file management system. Additionally, students should have an understanding of concepts covered in the Word Essentials course. These include producing, saving and retrieving documents, views, editing and formatting characters and paragraphs in a document.</p> <p><b>Exercises</b></p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p> <p><b>Microsoft Certified Application Specialist</b></p> <p>Following the Word Essentials, Word Intermediate and Word Advanced courses and with practise you will be in a position to take the Microsoft Certified Application Specialist Exam – <b>Word 2007 (77-601)</b></p>	<p><b>Review Exercise</b></p> <p><b>Section Breaks</b></p> <ul style="list-style-type: none"> <li>• Understanding Sections</li> <li>• Inserting Next Page And Continuous Breaks</li> <li>• Inserting Even And Even Section Breaks</li> </ul> <p><b>Columns</b></p> <ul style="list-style-type: none"> <li>• Creating Columns</li> <li>• Specifying Column Settings</li> <li>• Balancing Column Text</li> <li>• Inserting And Deleting Column Breaks</li> <li>• Creating Columns Mid Page</li> </ul> <p><b>Tables</b></p> <ul style="list-style-type: none"> <li>• Creating A Table</li> <li>• Adding Data To A Table</li> <li>• Selecting In Tables</li> <li>• Inserting And Deleting Columns And Rows</li> <li>• Changing Column Widths And Row Heights</li> <li>• Autofitting Columns</li> <li>• Modifying Border Styles And Shading Cells</li> <li>• Choosing A Table Style</li> <li>• Drawing Table Borders</li> </ul> <p><b>Table Features</b></p> <ul style="list-style-type: none"> <li>• Creating A Table From Text</li> <li>• Changing Cell Alignments</li> <li>• Creating Formulas</li> <li>• Updating Calculations</li> <li>• Sorting Table Data</li> <li>• Merging And Splitting Table Cells</li> <li>• Viewing Table Gridlines</li> <li>• Table Properties</li> <li>• Table Alignment</li> <li>• Changing Text Direction</li> <li>• Repeating Header Rows</li> <li>• Converting A Table To Text</li> </ul> <p><b>Templates</b></p> <ul style="list-style-type: none"> <li>• Understanding Templates</li> <li>• Using Installed and Online Templates</li> <li>• Creating A Template From Scratch</li> <li>• Modifying A Template</li> <li>• Using A Custom Template</li> <li>• Applying A Different Template</li> </ul>	

## Word Intermediate – 1 day



### AutoText

- Understanding AutoText
- Creating AutoText
- Saving AutoText
- Using AutoText
- Editing AutoText Entries
- Deleting AutoText Entries
- Creating Template Specific AutoText

### Styles

- Understanding Styles
- Applying Styles To Paragraphs
- Applying Styles To Text
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles

### Style Techniques

- Modifying Styles
- Selecting and Updating Styles
- Renaming and Deleting Styles
- Importing and Exporting Styles

### Pictures

- Inserting A Picture
- Inserting Clip Art
- Inserting A Chart
- Selecting A Picture
- Moving A Picture
- Resizing A Picture Using The Ribbon
- Resizing A Picture Using The Dialog Box
- Deleting A Picture

### Shapes

- Inserting Shapes
- Selecting Shapes
- Positioning Shapes And Drawings
- Moving Shapes And Drawings
- Resizing Shapes Using The Ribbon
- Resizing Shapes Using The Dialog Box
- Deleting A Shape
- Applying Shape Styles
- Changing Shapes
- Adding Text To A Shape

### Text Boxes

- Using Preformatted Text Boxes
- Typing Into A Text Box
- Positioning A Text Box
- Moving A Text Box
- Resizing A Text Box
- Deleting A Text Box
- Applying A Text Box Style

### WordArt

- Understanding WordArt
- Creating WordArt
- Selecting WordArt
- Editing WordArt Text
- Positioning WordArt
- Moving WordArt
- Resizing WordArt
- Deleting WordArt
- Changing The WordArt Style