

Word Intermediate - 1 day



Course Objectives

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.

Prerequisites

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.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Topics

Columns

- Understanding Columns
- Creating Columns of Text
- Specifying Column Widths and Spacing
- Inserting Column Breaks

Section Breaks

- Understanding Section Breaks
- Inserting a Next Page Section Break
- Inserting a Continuous Section Break
- Inserting an Even Page Section Break
- Inserting an Odd Page Section Break

Tables

- Understanding Tables
- Creating a Table
- Adding Data to a Table
- Selecting in Tables Using the Ribbon
- Selecting in Tables Using the Mouse
- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Changing Row Heights
- Autofitting Columns
- Shading Cells
- Modifying Borders
- Adding Custom Borders
- Choosing a Table Style

Table Features

- Creating a Table From Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas Into a Table
- Updating Formulas in a Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables
- Changing the Direction of Text
- Repeating Heading Rows
- Converting a Table to Text

Templates

- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating a Template
- Modifying a Template
- Using a Custom Template
- Attaching a Template to a Document
- Copying Styles Between Templates
- Creating a Template From a Template
- Tips for Developing Templates

AutoText

- Understanding AutoText
- Creating AutoText
- Saving AutoText
- Editing an AutoText Entry
- Deleting an AutoText Entry

Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles

Style Techniques

- Understanding the Modify Style Dialog Box
- Selecting and Updating Styles
- Renaming and Deleting Styles
- Importing and Exporting Styles

Table of Contents

- Understanding Tables of Contents
- Inserting a Table of Contents
- Navigating With a Table of Contents
- Updating Page Numbers
- Updating a Table of Contents
- Customising a Table of Contents
- Formatting a Table of Contents

Pictures

- Understanding Pictures
- Inserting a Picture
- Inserting an Online Picture
- Resizing a Picture
- Changing the Picture
- Cropping a Picture

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 Bevelled Edges
- Applying Picture Styles to Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing the Picture Layout

Shapes

- Understanding Shapes
- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying a Fill to the Drawing Canvas
- Applying Text Wrapping to a Canvas

Text Boxes

- Understanding Text Boxes
- Inserting a Preformatted Text Box
- Typing Text Into a Text Box
- Positioning a Text Box
- Resizing a Text Box
- Deleting a Text Box
- Drawing a Text Box
- Formatting a Text Box

Text Box Techniques

- Linking Text Boxes
- Modifying Text Box Margins
- Changing Text Direction
- Applying Effects to Text Boxes

