

Microsoft Word Intermediate

Suitable for versions 2007, 2010, 2013 and 2016

One Day Course

Course Aims

This course is designed to give existing Microsoft Word users additional skills on using the many features and functions of this software to make them more efficient and effective when word processing. This entirely 'hands on' course will give participants a good understanding of text production, including Tabs, Tables, Formatting, and an introduction to Mail Merge.

Assumed Knowledge

Participants on this course should have a good working knowledge of the Word command set gained from prior attendance on a Jarrold Training Microsoft Word Introduction course or from a user environment. An understanding of word processing requirements from the work place would be beneficial.

Course Outline

Revision

- Customising the Quick Access Toolbar
- Word Options
- Revision exercise

Bullets and Numbering

- Automatic bullets and numbering
- Modifying bullets and numbering
- Multi-Level Lists

Tabs

- Tab types
- Setting, resetting, moving and deleting tabs
- Dot leader characters

Borders and Shading

- Adding borders and shading
- Removing borders and shading
- Changing border styles
- Page borders

Tables

- Inserting a table
- Selecting within a table
- Drawing and formatting in table
- Adding table borders and shading
- Merging and splitting cells

Page Layout

- Section breaks
- Page orientation
- Margins
- Page breaks
- Go to, Find and Replace functions
- The Navigation Pane

Headers and Footers

- Creating headers and footers
- Editing headers and footers
- Page numbering
- Using headers and footers in sections

AutoCorrect and Quick Parts

- Using AutoCorrect
- Adding AutoCorrect entries
- Creating Quick Part entries
- Using Quick parts

Introduction to Mail Merge

- What is Mail Merge
- Using the Mail Merge wizard to create letters

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