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## **MS WORD INTERMEDIATE COURSE OUTLINE**

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This is a one-day course. The Learners work through examples with the Facilitator, practical exercises are completed during the training session.

Introduction	Opening an Installed Template
Getting yourself orientated with the word screen	Saving a document as a Template
The office button	Opening a Template you saved
The Title Bar	Deleting a Template you saved
The Ribbon	Creating Tables
Groups	Inserting a Table
The Quick Access Toolbar	Selection methods
Customising The Quick Access Toolbar	Inserting data into a Table
The Status Bar	Inserting text above a Table
Adjusting the Zoom of the Screen	Deleting data
Word Document Views	Moving data
Tab Settings	Changing the alignment of data
Setting Tabs with the Ruler	Resizing Columns or Rows
Setting Dot Leader Tabs	Resizing Columns or rows using distribute evenly
Removing a Tab	Autofit
Indents	Inserting Rows
Bullets and Numbering	Inserting Columns
Adding Bullets to an existing paragraph	Deleting Rows
Customising Bullets	Deleting Columns
Changing Alignment of Bullets	Deleting a Table
Multilevel Bulleted list	Merging cells
Using Bullets as you type a paragraph	Splitting cells
Adding Numbers to an existing paragraph	Changing Borders
Customising Numbers	Removing Borders
Typing a Numbered list	Apply shading
Typing a Multilevel list	Sorting data in a table
Leaving a blank line between Multilevel numbering	Calculating in a table
Inserting Symbols – Special characters	Creating Newspaper style Columns
Inserting a date	Adding Columns to the whole document
Inserting a Footnote or Endnote	Adding Columns to the document from a certain point
Inserting a Page Break	Adding a line between the columns
Inserting a Section Break	Column breaks
Changing the Orientation for part of a document	Text Boxes and Sidebars
Changing the Margins for part of a document	Inserting a Text box or Sidebar
Headers and Footers	Drawing a Text box
Inserting a build in Header or Footer	Linking Text boxes
Inserting a Header or Footer using the Headers and	Formatting a Text box
Footers Design Tab	Mail Merge
Inserting a Header on the first page only	Merging a letter with a database
Inserting Page Numbers	Creating Mailing Labels
Excluding Page numbers from the beginning of a	Creating Autotext
document	Inserting Autotext into the document
Editing a Header and Footer	
Removing a Header or Footer	