

## Intermediate Level – Improving your Word Skills

### Course Outline

#### Recap of “Foundation Level” Course

- Revision exercise

#### Paragraph Formatting

- Paragraph spacing
- Indenting Paragraphs
- Applying borders and shading
- Text flow
- Inserting columns

#### Handling Long Documents

- Inserting page numbering
- Creating headers and footers
- Page breaks
- Different first page options
- Page margins and orientations

#### Bullets and Numbering

- Apply automatic numbering
- Apply Outline numbering
- Modify Outline numbering
- Promote and demote levels

#### Using Auto Text

- Saving Auto Text entries
- Inserting Auto Text entries
- Modifying Auto Text entries

### Is this the right level for you?

This course will be beneficial to delegates wishing to develop their Word skills. It will enable you to work with text and enhance the appearance of your documents using Word more efficiently. This course will be suitable for you if you have attended a “Foundation Level” Word course or gained similar knowledge in the workplace.

### What will you be able to do?

You will learn how to apply paragraph formatting to control the layout of text and change its appearance using bullets and numbering. You will also be able to identify further Word features for handling larger amounts of text using the time saving features of Auto Text.

### Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

### Booking Details

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### Duration

3 hours tuition

### Course Reference

FCP/Word 2013/Intermediate/HD01