

## Intermediate Level – Working with your Data

### Course Outline

#### Recap of “Improving your Word Skills” Course

- Revision exercise

#### Creating Tables

- Create and draw a table
- Amend aspects of rows and columns
- Change borders and shading
- Merge and split cells and tables
- Table formats – AutoFormat, tabs, repeat headings
- Calculations in tables using AutoSum
- Convert text to a table

#### Mail Merge

- Create a Mail Merge
- View merged data
- Query and sort options
- Create labels

#### Inserting Graphics

- Inserting pictures and graphics
- Creating watermarks
- Move, size and format graphics

### 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 and Improving your Word Skills” courses or gained similar knowledge in the workplace.

### What will you be able to do?

You will learn how to use the feature of Word to present and work with your data whilst looking at how you can enhance the appearance of your documents.

### Training Process

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

### Booking Details

Email: [training@firstpointconsultants.co.uk](mailto:training@firstpointconsultants.co.uk)

Telephone: 01923 547420

Website: [www.firstpointconsultants.co.uk](http://www.firstpointconsultants.co.uk)

### Duration

3 hours tuition

### Course Reference

FCP/Word 2013/Intermediate/HD02