Microsoft Word 2013

Intermediate Course

Course Outline

Recap of "Foundation Level" Course

- Revision exercise

Paragraph Formatting

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

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 the "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, numbering, tables and graphics. It will cover further Word features for handling larger amounts of text using the time saving features of Mail Merge.

Training Process

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

Booking Details

Email: training@firstpointconsultants.co.uk
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Website: www.firstpointconsultants.co.uk

Duration

1 Day

Course Reference

FCP/Word 2013/Intermediate

Empowerment through training