



4D Training

Word Intermediate

(all versions)

Who would benefit?

Experienced Word users who want to take their working knowledge a stage further wish to use the more advanced facilities to create more complex documents. This is a great workshop for those who need to be the 'Go to' contact when colleagues are having difficulty with formatting documents.

Objective

To build on your current skills and gain practical use of more of Word's features. By the end of this one day course you will be confident working with using sections in documents, creating columns, creating and manipulating tables and using styles.

Content

- Discuss individual objectives and revision of basic topics
- Tables
 - Create tables
 - Change column width/row height
 - Insert/delete rows and columns
 - Format: borders, shading, alignment
- Work with document sections
 - Page breaks v section breaks
 - Creating and removing next page and continuous section breaks
 - Customise different headers and footers on different pages
 - Control a document with both portrait and landscape pages
- Styles
 - Understanding and using the default styles
 - Create, modify and manage styles
 - Multi-level numbering styles
 - Using styles to create Table of Contents
 - Using styles with the Navigation Pane
- Track Changes
 - Understanding and using the track change facility
- Mailings ribbon
 - Labels and envelopes
 - Mail merge letters and labels
 - Email mail merge
- Import and Link information from Excel files
- Work with graphics and control text around graphics

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Word Introduction.