

Word Intermediate (2003/2007)

Proposed course outline

Learn more Word skills to enable you to take advantage of more complex Word functions and to improve your document creation. Work with graphics to enhance your files.

Courses are tailored to individual requirements but topics which may be covered include:

Tables

- Using Insert Table
- Inserting/Removing cells, rows and columns
- Selecting cells, rows and columns
- Merging and splitting cells, rows and columns
- Adjusting row and column sizes
- Splitting a table
- Converting text to table
- Drawing tables
- Inserting Quick Tables

Advanced page layout

- Working with sections
- Applying headers & footers to sections
- Switching page orientation between sections
- Applying columns to the whole document
- Applying columns to sections

Working with Pictures & Graphics

- Inserting pictures
- Enhancing pictures
- Moving/sizing pictures
- Inserting SmartArt
- Drawing
- Inserting an Excel spreadsheet

Using Styles

- Applying styles
- Editing styles

- Creating custom styles

Templates

- Using built-in templates
- Creating custom templates
- Applying styles to templates
- Saving templates