

Course Objectives

This intermediate MS Word course is designed for users who have attended an introductory level course or are already confident with the basic features.

By the end of this course you will be able to insert special characters, symbols and WordArt. You will be able to work with tables, create section breaks and insert columns. You will learn how to insert watermarks, compress pictures, work with styles and create templates. Lastly you will be able to use quick parts and building blocks to quickly re-use saved text and objects.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Document Formatting

- Adding Borders
- Adding Shading
- Page Breaks
- Cover Pages
- Headers and Footers
- Page Numbering
- Opening and Editing PDF Files

Paragraph Formatting

- Reversing Paragraph Colours
- Revealing Document Marks
- Setting and Removing Tabs
- Sorting Lists

Text Editing

- Finding and Replacing Text
- Auto-Correct Options
- Special Characters and Symbols
- Inserting Placeholder Text

Working with Graphics

- Text Wrapping Options
- Live Layout
- WordArt
- Picture Editing
- Compressing Pictures
- Modifying Graphics
- Re-Ordering Graphics
- Grouping and Ungrouping Shapes
- Inserting Watermarks

Templates

- Creating Templates
- Applying Templates
- Quick Parts and Building Blocks
- Auto Text
- Recreating a Default Normal.DOTM File

Tables

- Navigating Tables
- Inserting Tables
- Resizing Tables
- Moving Tables
- Table Margins
- Selecting Table Elements
- Selecting and Editing Text Within Tables
- Text Orientation
- Sorting Data Within Tables
- Inserting, Deleting Rows and Columns
- Moving Rows and Columns
- Modifying Column Width and Row Height
- Adding Shading to Cells
- Modifying Cell Borders
- Merging and Splitting Cells
- Formulas
- Repeating Header Information
- Converting Text to Tables
- Converting Tables to Text