MS Word 365 Course Outline – Intermediate level

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 format documents by adding borders, shading, page breaks, cover pages, headers and footers and page numbering. You will also learn how to format paragraphs, work with graphics, templates and edit text with features such as find and replace, insert special characters and use paste special. Lastly you will learn how to format tables and use features such as formulas, styles, pagination and lots more.

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 a PDF File

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
- Paste Special Option

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

Templates
- Creating Templates
- Applying Templates
- Modifying Default Templates
- Quick Parts and Building Blocks
- AutoText

Working with Tables
- Creating and Deleting Tables
- Navigating Tables
- Resizing Tables
- Moving Tables
- Table Margins
- Selecting Table Elements
- Modifying Cell Contents
- Inserting and Editing Data within Tables
- Sorting Table Data
- Inserting and 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
- Applying Table Styles
- Repeating Table Headers
- Table Pagination
- Converting Text to a Tables
- Converting a Table to Text