


Word Intermediate – 1 day		
<p>Course Objectives</p> <p>To learn to work with sections in documents, create columns, create and manipulate tables, use word automatics, plus use simple graphics to present documents to their best advantage using Word. By the end of this course, students will be able to improve document presentation and layout, create a standard document using an existing template, organise and maintain text in a table and insert and edit graphics and drawing objects.</p> <p>Prerequisites</p> <p>It is recommended that students have basic experience with the underlying operating system and the file management system. Additionally, students should have an understanding of concepts covered in the Word Essentials course. These include producing, saving and retrieving documents, views, editing and formatting characters and paragraphs in a document.</p> <p>Exercises</p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p> <p>Microsoft Office Specialist Exam</p> <p>Following the Word Introduction and Word Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – Word Core.</p> <p>The Advanced Word course topics need to be completed to take the Word Expert exam.</p>	<p>Review Exercise</p> <p>Sections</p> <ul style="list-style-type: none"> • Continuous and Next Page Section Breaks • Controlling Odd and Even Section Breaks • Deleting Section Breaks <p>Columns</p> <ul style="list-style-type: none"> • Creating Columns • Specifying Column Settings • Balancing Column Text • Changing Column Widths • Inserting and Deleting Column Breaks <p>Creating Tables</p> <ul style="list-style-type: none"> • Creating a Table • Selecting in Tables • Inserting and Deleting Columns and Rows • Changing Column Widths • Borders and Shading in a table • AutoFormatting a Table <p>Table Features</p> <ul style="list-style-type: none"> • Creating a Table from Text • Formulas and Calculations in Tables • Sorting Table Data • Merging and Splitting Cells • Table Gridlines and Properties • Changing Table Alignment • Wrapping Text around a Table • Changing Row Height and Column Widths • Stretching and Dragging Tables • Changing Text Direction • Creating a Repeating Header Row <p>Drawing Tables</p> <ul style="list-style-type: none"> • Drawing a Table • Evenly Spacing Table Lines • Nesting a Table <p>Templates</p> <ul style="list-style-type: none"> • Understanding Templates • Creating a Document based on a Template • Creating and using a New Template • Modifying a Template • Tips for Developing Templates 	

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Using Word Automatics

- Creating and Using AutoText Entries
- Adding and Using AutoCorrect Entries
- AutoFormatting Text
- Adding AutoText to a Template

Using Styles

- Applying Existing Styles
- Create New Paragraph and Character Styles
- Manually and Automatically Modifying a Style
- Renaming and Deleting a Style

Working With Images

- Inserting Pictures and Images
- Inserting a Chart Image
- Duplicating, Moving and Resizing Images
- Deleting Images
- Working with Borders

Working With Drawings

- Creating and working with Drawing Objects
- Duplicating Drawing Objects
- Drawing Freehand
- Formatting and Colouring Objects
- Adding Text to a Drawing

Drawing Techniques

- Aligning and Distributing Drawing Objects
- Changing Drawing Grid Settings
- Rotating and Flipping
- Working with Layers
- Creative Fills, 3-D and Shadow Effects
- Grouping Drawing Objects
- Changing Text Direction in Drawing Objects

Text Boxes

- Creating and Formatting a Text Box
- Adjusting Borders, Shading and Layout
- Linking and Deleting Text Boxes
- Adjusting Text Box Margins

WordArt

- Creating, Editing, Moving & Resizing WordArt
- Using WordArt Tools
- Formatting WordArt

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