



Microsoft® Word

Course Outline

Intermediate Level

Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

Course aims and objectives

This course is designed to take existing users to the next ability level by providing them with new skills and a more in-depth understanding of Microsoft® Word's capabilities. On completion, attendees should be able to create their own professional documents or manipulate existing documents using a range of Word's most useful tools and features.

Who should attend?

1. Users who have previously attended an introduction / improver level course
2. Self-taught users who would like to improve their skills and use best practice methods
3. Users who wish to update or add to existing skills and pick up new tips and shortcuts

Prerequisites

Delegates attending this course must have previous experience using Microsoft® Word. A good understanding of text editing, formatting and aligning will be an advantage.

Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

A selection of topics covered

A typical course at this level would include the following topics. If you require any other topics not listed, we will be happy to tailor make a course to suit your specific needs.

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| ● Review of essential skills & shortcuts | ● Working with document templates |
| ● Creating and using heading styles | ● Working with tables |
| ● Bullets and numbering – outline lists | ● Page breaks and section breaks |
| ● Using tab stops and indenting text | ● Headers and footers – page numbering |
| ● Using AutoText and AutoCorrect | ● Working with pictures and images |
| ● Page set up – margins & orientation | ● Printed watermarks - text and image |
| ● Spell check & the custom dictionary | ● Mail merge – mailing letters & labels |

Benefits to the individual and organisation

- ✓ Create, modify and manage your own professional documentation
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again