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Microsoft Word Intermediate Course Outline

Duration: 1 Day

Benefit: This course is designed to benefit basic users of Microsoft Word who wish to build on their knowledge as well as enhance their document's presentation.

Objectives: On completion of this course, attendees will be able to apply paragraph and table formatting, and insert objects and images. Attendees will also be able to perform a mail merge and work with multiple paged documents.

Pre-requisites: Attendees should have attended our Word Foundation course or have equivalent knowledge.

- **Tables**
  - Creating and drawing tables
  - Changing row height and column width
  - Inserting/deleting rows and columns
  - AUTOSUM facility
  - Changing borders and shading
  - Merging and splitting cells
  - Applying a table autoformat
  - Repeating table headings
  - Inserting tabs within tables
  - Convert text to a table
- **Automatic Numbering**
  - Applying automatic numbering
  - Applying outline numbering
  - Modifying outline numbering
  - Promoting and demoting levels
- **Paragraph Formatting**
  - Changing paragraph spacing
  - Indenting paragraphs
  - Applying borders and shading
  - Controlling the text flow
  - Inserting newspaper columns
- **Working with Multiple Paged Documents**
  - Inserting page numbering
  - Creating headers and footers
  - Inserting page breaks
  - Different first page option
  - Changing page margins and page orientation
- **AutoText**
  - Saving AutoText entries
  - Inserting AutoText entries
  - Modifying AutoText entries
- **Mail Merge**
  - Creating a mail merge
  - Viewing merged data
  - Query and sort options
  - Creating labels
- **Graphics**
  - Inserting pictures and graphics
  - Creating watermarks
  - Moving / sizing / formatting graphics

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