



Microsoft Word (Intermediate)

2010



Topics Covered:

Setting Word Options

- ✓ Understanding Word Options
- ✓ Personalising Word
- ✓ Setting Display Options
- ✓ Understanding File Locations
- ✓ Setting File Locations
- ✓ Understanding Save Options
- ✓ Setting Save Options

Navigation Pane

- ✓ Navigating Documents
- ✓ Viewing Headings
- ✓ Editing Headings
- ✓ Adding Headings
- ✓ Moving Headings

Multiple Documents

- ✓ Opening Multiple Documents
- ✓ Switching Between Open Documents
- ✓ Arranging All
- ✓ Viewing Side By Side
- ✓ Synchronised Scrolling
- ✓ Resetting The Window Position

Formatting Techniques

- ✓ Applying First Line Indents
- ✓ Applying Hanging Indents
- ✓ Applying Right Indents
- ✓ Understanding Pagination
- ✓ Controlling Widows And Orphans
- ✓ Keeping Paragraphs Together
- ✓ Keeping Lines Together
- ✓ Inserting A Page Break
- ✓ Applying Hyphenation To Text
- ✓ Hiding Text
- ✓ Inserting A Drop Cap
- ✓ Understanding Returns
- ✓ Inserting Hard And Soft Returns
- ✓ Removing Returns
- ✓ Revealing Formatting

Tabs

- ✓ Using Default Tabs
- ✓ Setting Tabs On The Ruler
- ✓ Modifying Tabs On The Ruler
- ✓ Setting Tabs In The Tabs Dialog Box
- ✓ Setting Tab Leaders
- ✓ Setting Bar Tabs
- ✓ Setting Mixed Tabs
- ✓ Removing Tabs

Lists

- ✓ Understanding Lists
- ✓ Applying Bullets
- ✓ Defining A Bullet
- ✓ Modifying A Bullet
- ✓ Applying Numbering
- ✓ Defining A Number Format
- ✓ Renumbering A List
- ✓ Understanding Multilevel Lists
- ✓ Applying A Multilevel List
- ✓ Promoting And Demoting List Items
- ✓ Defining A Multilevel List
- ✓ Creating A Multilevel List Style
- ✓ Modifying A Multilevel List Style

Table Features

- ✓ Creating A Table From Text
- ✓ Aligning Data In Cells
- ✓ Inserting Formulas Into A Table
- ✓ Updating Formulas In A Table
- ✓ Sorting Table Data
- ✓ Merging Table Cells
- ✓ Splitting Table Cells
- ✓ Displaying Table Gridlines
- ✓ Understanding Table Properties
- ✓ Aligning Tables
- ✓ Changing The Direction Of Text
- ✓ Repeating Heading Rows
- ✓ Converting A Table To Text

Building Blocks

- ✓ Understanding Building Blocks
- ✓ Inserting A Building Block
- ✓ Creating Building Blocks
- ✓ Saving Building Blocks
- ✓ Inserting Quick Parts
- ✓ Editing Building Blocks
- ✓ Deleting Building Blocks
- ✓ Saving Building Blocks To A Template
- ✓ AutoText Versus Quick Parts

Styles

- ✓ Understanding Styles
- ✓ Applying Paragraph Styles
- ✓ Applying Character Styles
- ✓ Creating A Quick Style
- ✓ Creating A Paragraph Style
- ✓ Creating A Character Style
- ✓ Applying Custom Styles

Themes

- ✓ Understanding Themes
- ✓ Applying A Theme
- ✓ Modifying Theme Colours
- ✓ Modifying Theme Fonts
- ✓ Saving A Custom Theme
- ✓ Downloading And Installing A Theme
- ✓ Applying A Theme To A Template
- ✓ Resetting A Theme

Templates

- ✓ Understanding Templates
- ✓ Using A Sample Template
- ✓ Downloading An Online Template
- ✓ Creating A Template
- ✓ Modifying A Template
- ✓ Using A Custom Template
- ✓ Attaching A Template To A Document
- ✓ Copying Styles Between Templates
- ✓ Creating A Template From A Template
- ✓ Tips For Developing Templates

Section Breaks

- ✓ Understanding Section Breaks
- ✓ Inserting A Next Page Break
- ✓ Inserting A Continuous Section Break
- ✓ Inserting An Even Page Section Break
- ✓ Inserting An Odd Page Section Break

Headers And Footers

- ✓ Understanding Headers And Footers
- ✓ Inserting Headers And Footers
- ✓ Inserting A Blank Header
- ✓ Inserting A Blank Footer
- ✓ Switching Between Headers And Footers
- ✓ Editing Headers And Footers
- ✓ Inserting Page Numbering
- ✓ Inserting Date Information
- ✓ Inserting Document Information
- ✓ Formatting Header And Footer Text



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
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Delivery Modes:

- Scheduled Courses
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- Customised Courses



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Duration:

1 Full Day

Who should attend:

Ideal for a person with a basic working knowledge of Microsoft Word, who is seeking to become familiar with the more in depth functions of the software. At the conclusion of this course, participants should have a comprehensive understanding of MS Word and its application.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have an introductory knowledge of Word.

Learning Outcomes:

At the completion of this course the student should be able to:

- > modify **Word** options
- > work with the **Navigation** pane
- > work with multiple documents
- > use a range of formatting techniques to position text and paragraphs
- > create and work with various types of tabs
- > define and modify lists
- > use table features to improve the layout and format of tables
- > create and use building blocks
- > create and apply styles
- > create and work effectively with themes
- > create and use templates
- > learn how to work with section breaks
- > insert headers and footers into a document
- > use the **Mail Merge Wizard** to perform mail merges
- > insert and work with pictures, illustrations and WordArt in a **Word** document