



Microsoft Word (Intermediate)

97/XP/2000/2002/2003/2007



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
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- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008
MSWD02

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.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Word (Advanced)
- Microsoft Office

Microsoft Word (Intermediate)

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Topics Covered:

Advanced Tables

- Create and modify a table
- Draw a table
- Distribute rows/columns, change row height
- Align text and change text direction
- Merge/split cells
- Align a table
- Apply borders and shading
- Automatic table formatting
- Tabs in tables
- Sort table information

Consistent Layout with Templates

- Use a template
- Create a template
- Template storage
- Edit a template
- Create/insert autotext and store in a template
- Use Autoformat

Ensuring Consistency with Styles

- Apply styles
- Update a style
- Create a style
- Use the New Style and Modify Style dialogue box
- Create a follow-on style

Multi-page Documents

- Header and footer autotext and fields
- Headers and footers for document sections
- Change page layout for sections
- Cross-referencing pages
- Insert footnotes

Generating Merged Documents

- Create a data source
- Create a main document
- Change default order of address fields
- Create labels

Importing Graphics, Text and Objects

- Use clip art
- Wrap text around pictures
- Insert captions
- Insert a graphics file
- Insert a text file
- Insert a chart object

Newsletter Layouts

- Create newspaper-style columns
- Break a column
- Unequal columns
- Use section breaks/change the number of columns