



Microsoft Word (Intermediate)

2016



Topics Covered:

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side by Side
- Synchronised Scrolling
- Resetting the Window Position

Columns

- Understanding Columns
- Creating Columns of Text
- Specifying Column Widths and Spacing
- Inserting Column Breaks

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

Setting Word Options

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

Document Properties

- Understanding Document Properties
- Viewing Document Properties
- Specifying Document Properties
- Viewing Advanced Properties
- Inserting Properties Into a Document
- Updating Document Properties
- Deleting Document Property Data

Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles

Style Techniques

- Understanding the Modify Style Dialog Box
- Selecting and Updating Styles
- Renaming and Deleting Styles
- Importing and Exporting Styles

Themes

- Understanding Themes
- Applying a Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Creating a Custom 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 Section 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

Header and Footer Techniques

- Headers and Footers in Long Documents
- Adjusting Header and Footer Positions
- Inserting First Page Headers and Footers
- Inserting Different Odd and Even Pages
- Creating Section Headers and Footers
- Unlinking Section Headers and Footers

Mail Merge Recipient Lists

- Understanding Recipient Lists
- Creating a Recipient List
- Customising the Columns
- Adding Records
- Deleting Records

- Saving a Recipient List

- Opening a Recipient List
- Editing a Recipient List

Merging From Scratch

- Understanding Merging From Scratch
- Selecting the Document Type
- Selecting the Recipients
- Inserting the Date
- Inserting an Address Block
- Inserting the Greeting Line
- Typing the Letter
- Inserting Individual Merge Fields
- Previewing the Merge
- Completing the Merge

Merging to Labels

- Setting Up Mailing Labels
- Completing Mailing Labels

Mail Merge Techniques

- Running a Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying an if Then Else Rule
- Applying a Fill in Rule
- Challenge Exercise
- Challenge Exercise Data

Shapes

- Understanding Shapes
- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying a Fill to the Drawing Canvas
- Applying Text Wrapping to a Canvas

Enhancing Shapes

- Applying Shape Styles
- Filling Shapes
- Applying a Solid Fill to Shapes
- Applying a Gradient Fill to a Shape
- Applying a Picture Fill to a Shape
- Changing Shape Outlines
- Applying an Outline to Shapes
- Changing Shapes
- Inserting and Formatting Text
- Applying Shadow Effects
- Applying Reflection Effects

Applying Glow Effects
Softening and Bevelled Edges
Applying 3D Rotation Effects

Text Boxes

Understanding Text Boxes
Inserting a Preformatted Text Box
Typing Text Into a Text Box
Positioning a Text Box
Resizing a Text Box
Deleting a Text Box
Drawing a Text Box
Formatting a Text Box

Text Box Techniques

Linking Text Boxes
Modifying Text Box Margins
Changing Text Direction
Applying Effects to Text Boxes

Table Features

Creating a Table From Text
Aligning Data in Cells
Displaying Table Gridlines
Inserting Formulas Into a Table
Updating Formulas in a Table
Sorting Table Data
Merging Table Cells
Splitting Table Cells
Understanding Table Properties
Aligning Tables
Changing the Direction of Text
Repeating Heading Rows
Converting a Table to Text

Enhancing Pictures

Understanding Picture
Enhancements
Removing a Picture Background
Correcting Pictures
Colouring Pictures
Applying Artistic Effects
Applying Shadows and Reflections
Applying a Glow Effect
Softening and Bevelled Edges
Applying Picture Styles to Images
Repositioning Pictures
The Format Picture Pane
Cropping Pictures Accurately
Changing the Picture Layout

Course Details:

Booking Information:

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

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Duration:

1 Day

Who should attend:

This course aims to enhance the participant's existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

Course Pre-requisites:

This workshop assumes a basic understanding of the Microsoft Word software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

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 Excel 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 Excel Introduction
- Microsoft Office