



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 Bevelling 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 Bevelling 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.

## **Envisage Training:**

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

## **Delivery Modes:**

- On-Site
- Customised Courses



Tel: (07) 3325 3267  
Fax: (07) 3264 4488  
Post: PO Box 731  
Albany Creek QLD 4053

Email: [info@envisagetraining.com.au](mailto:info@envisagetraining.com.au)  
Web: [www.envisagetraining.com.au](http://www.envisagetraining.com.au)

Last Updated: Mar 2016  
MSWD02

## **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