

Word Intermediate

This course is for experienced users of Microsoft Word who need to create longer, more complex documents. You will learn advanced techniques for laying out and presenting information using columns, tables, styles, section breaks, headers and footers, AutoText and Building Blocks. You will also learn how to perform a mail merge and how to work with pictures and SmartArt.

Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: Experienced users of Microsoft Word

Prerequisites: Successful completion of MCI's Word Introduction course or equivalent knowledge and skills.

Learning Outcomes

At the end of this program you will be able to:

- Create and modify tables
- Create and use styles
- Perform a mail merge
- Use section breaks
- Insert and modify headers and footers
- Work with pictures and graphics
- Use AutoText and Building Blocks
- Apply column formatting

Course Content

Using tables

- Creating a table
- Inserting and deleting columns and rows
- Changing column widths and row heights
- Shading cells and adding borders
- Sorting table data
- Merging cells
- Repeating heading rows

Styles

- Applying character and paragraph styles
- Creating custom styles

Performing a mail merge

- Understanding the mail merge process
- Using the merge wizard

Section breaks

- Understanding section breaks
- Inserting section breaks

Headers and footers

- Inserting headers and footers
- Editing headers and footers

Pictures and SmartArt

- Inserting a picture
- Editing a picture
- Inserting SmartArt
- Editing SmartArt

AutoText and Building Blocks

- Creating an AutoText entry
- Inserting AutoText
- Creating a Building Block
- Inserting a Building Block

Columns

- Creating columns
- Editing columns