



Intermediate Word

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: Introduction to Word or equivalent knowledge.

Objectives

- Beyond Basic Formatting
- Working with Borders and Shading
- Working with Quick Styles
- Working with Building Blocks
- Creating and Using Quick Parts
- Using Find and Replace
- Working with Basic Headers and Footers
- Working with Tables
- Adding formulas to a Table
- Pasting an Excel Worksheet into Word
- Working with Mail Merge

Course Outline

Beyond Basic Formatting

- Exploring character formatting
- Working with paragraph spacing
- Understanding paragraph indents
- Changing case
- Inserting and removing page breaks

Working with Quick Styles

Working with Building Blocks and Quick Parts

- Using predefined Building Blocks
- Understanding the difference between Building Blocks and Quick Parts
- Using Building Block Galleries
- Creating and saving a Quick Part
- Inserting a Quick Part
- Deleting a Quick Part

Using Find and Replace

- Using Find and Using Replace
- Understanding Find options
- Understanding Replace options
- Finding/replacing formatting

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Working with Basic Headers and Footers

Working with Tables

- Inserting a table
- Entering data into a table
- Applying formatting
- Repeating a heading row
- Adding borders and shading
- Using tabs within a table
- Adding columns and rows
- Deleting columns and rows
- Merging and splitting cells
- Changing column width
- Changing row height
- Converting text into a table
- Wrapping text around a table
- Adding a Formula to a table

Pasting and Linking Excel Worksheet into Word

Working with Mail Merge

- Creating a main document
- Creating a data source
- Entering records into the data source
- Adding fields to the main document
- Viewing the merged data
- Merging to a new document
- Merging to the Printer

What Comes Next

- **Advanced Word**
- **Introducing PowerPoint**

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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