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MS Word - Intermediate Level

The course gives delegates the knowledge to:

- Use advanced editing tools
- Use reviewing features and different views
- Utilise the search and replace tools in Word
- Learn to use drawing tools and features in Word
- Create, use and modify tables in documents.
- Work with columns

Course Topics

Review Existing Knowledge

- Explore Users existing knowledge
- Explore users Work requirements

New Features in Word 2013

- Compatibility
  - o Forwards compatibility (Word documents created in earlier versions)
  - o Working in Compatibility Mode
  - o Backwards compatibility (Word documents created in version 2007 - 2013)

New Features in Word 2013 continued:

- The Ribbon, Mini toolbar & Quick Access Toolbar
- Using the keyboard (Key Tips)
- Using the Arrow & TAB keys to Navigate the Ribbon
- Notes Regarding Old Shortcuts (previous versions)

1: Reviewing Documents

- Correcting Documents
  - o Performing a Spelling and Grammar Check
  - o Using Autocorrect Options
  - o Setting and Deleting AutoCorrect Exceptions

Audience

Those who have a basic working knowledge of Word and wish to enhance their knowledge and skills using this programme

Those that have been using Word but have had no formal training and wish to prepare themselves for the Advanced course.

Course duration

One day

Pre-requisites

Delegates should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA/ Win 7/ Win 8 or 8.1

Course Topics continued:

1: Reviewing Documents continued:

- Hyphenating Documents
- Using Quick Part Building Blocks
    - o Creating and Inserting a Quick Part
    - o Deleting Quick Part Entries
- Creating Outlines
    - o Typing Outline Lists
- Using the Navigation Pane
- File Search – To find a file
- Insert a Comment
- Insert a Picture from a file

2: Drawing in Word

- Creating Drawing Objects
- Creating Lines and Shapes
- Creating Text Boxes
- Enhancing Drawing Objects
- Applying Line Effects
- Applying and Modifying 3-D Effects
- Manipulating Drawing Objects
- Sizing and Rotating Drawing Objects
- Grouping and Ungrouping Drawing Objects
- Placing Drawings within Document Text

3: Using Tables

- Creating Tables
- Typing Text into Tables
- Editing and Formatting Text in Cells
- Modifying Table Structures
- Adjusting Row Height in a Table
- Inserting, Deleting, and Moving Table Columns or Rows
- Merging & Splitting Cells
- Adding Table Borders
- Table Design Styles
- Aligning Tables
- Rotating Text in Tables
- Convert text to a table or vice versa

4: Working with Columns

- Creating and Editing Newspaper Columns
- Selecting and Editing Column Text
- Formatting Newspaper Columns
- Forcing a New Column
- Setting Text Flow Options
- Inserting Nonbreaking Spaces
- Change Case
- Change a background
- Drop Cap

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