



Microsoft Word – Intermediate

About this course

This course is intended for anyone who is new to Microsoft Word or who is an occasional word user. The course will cover some common everyday tasks and functionality such as creating word documents, indentation, fonts, shortcut keys, printing and saving and more. Upon completion participants will be able to perform some everyday work tasks with ease and automate much manual efforts for maximum efficiency.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Open, save, close and print a word document
- Insert, update, delete and format text
- Paragraph alignment, tabs and spacing
- Shortcut keys
- Have control over document layout
- Move text/images around the page and to other documents
- Create simple efficiencies in their work through using MS Word.

Who should attend

This course is suitable for those who have completed our Beginners word course or are using Microsoft Word on a day to day basis and can easily perform basic word operations but never had formal training.

If you have not attended our beginners word course a pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

Course syllabus

Module 1: Recap of Beginner topics

- A recap of some word basics learned in the beginner word programme.

Module 2: Headers and Footers

- Creating/Deleting Headers and Footers
- Modifying Headers and Footers
- Page Numbers

Module 3: Tables

- Create a table using various methods
- Add/Delete rows/columns
- Split rows/columns
- Formatting tables
- Theme styles
- Tabs within tables
- Convert text to tables and table to text
- Sorting tables
- Using formula in tables
- Setting table properties

Module 4: Styles

- In built styles on the home ribbon
- Define/link and Delete styles
- Create/Modify and Replace styles
- Numbering using styles
- Lists using styles
- Table styles

Module 5: Advanced layout options

- Page and Column breaks.
- Text wrapping
- Next page, even/odd pages and continuous pages
- Section breaks
- Line numbering

Module 6: Alternate ways to save a document

- Saving as a PDF
- Saving to a Sky Drive
- Saving as a web page
- Other saving options

Module 7: Practical Project

- Create a professional document as a business solution using what has been learned in class.