

COURSE DESCRIPTION INTERMEDIATE LEVEL MICROSOFT WORD

Course Description

This course teaches students to understand and use the features of short cuts and advanced functions in Microsoft Word. It is designed for frequent users of Word.

Course Objectives

After completing this course, you should be able to:

- Customize the Toolbars
- Converting tabbed text to tables, modifying tables, table wizard
- Using tables for calculations, and creating graphs
- Using AutoText, modifying and deleting AutoText entries, printing AutoText entries
- Introduction to styles, applying, creating, redefining and deleting styles
- Introduction to templates
- Modifying the default font
- Using a wizard template
- Introduction to merging, creating data and main documents
Merging data with the main document
- Managing documents, Viewing and sorting documents, controlling file searches
- Introduction to macros, Creating and assigning macros, editing and testing macros
- Newspaper columns
Formatting text into newspaper columns, using graphics

Skills to be Learned

Understand how the Word workplace can be customized

Create, modify and format tables

Create and modify AutoText entries

Change the appearance of paragraphs using styles

Create, use and change defaults in Normal template

Merge a document, locate and manage documents

Create, run and change macros