

Microsoft Word Intermediate

SSA101 One Day; Instructor-led

Aims

This intensive course is designed for those who have not either been on an official Word Introduction course or may not have attended an official course by have been using Word for a period of time. Entirely “hands on” the course will provide those attending with an in depth overview of text production and printing, controlling layout and formatting text and paragraphs.

Audience

- Anyone who has been using Word for some time, however has not been on an official training course
- Anyone who has been on an official Word Introduction course
- Users who are converting from another Word Processing package to Word

Prerequisites

A working knowledge of PC's, Windows and a mouse is assumed.

Course Outline

Please click below for a detailed outline for each Word version

[Word 2000 Intermediate](#)

[Word XP Intermediate](#)

[Word 2003 Intermediate](#)

[Word 2007 Intermediate](#)

Course Outline: Word Intermediate 2000

- Recap on Word Basics:
 - Selecting Text
 - Moving around a Document
 - Opening, Closing and Saving Documents
- Formatting Characters
- Formatting Paragraphs
- Page Setup
- Page Breaks / Page Numbering
- Headers & Footers
- Bullets & Numbering
- Borders & Shading
- Tabs
- Tables
 - Creating Tables
 - Inserting / Deleting Rows & Columns
 - Changing Column Width
 - Creating Borders
 - Setting Tabs in a Table
 - Formulas
- Using Charts
- Mail Merge
- Customising Toolbars
- Creating & Saving Templates
- Save a document as a Hyperlink
- Review & Close

Course Outline: Word Intermediate XP

- Overview of New Features
- Recap on Word Basics:
- Selecting Text
- Moving around a Document
- Opening, Closing and Saving Documents
- Page Setup
- Page Breaks / Page Numbering
- Headers & Footers
- Bullets & Numbering
- Borders & Shading
- Tabs
- Tables
- Creating Tables
- Inserting / Deleting Rows & Columns
- Changing Column Width
- Creating Borders
- Setting Tabs in a Table
- Using Charts
- Formulas
- Mail Merge
- Customising Toolbars
- Creating & Saving Templates
- Save a document as a Hyperlink
- Review & Close

Course Outline: Word Intermediate 2003

- Recap on Word Basics:
- Selecting Text
- Moving around a Document
- Opening, Closing and Saving Documents
- Page Setup
- Page Breaks/Numbering
- Headers and Footers
- Bullets and Numbering
- Borders and Shading
- Tabs
- Tables
- Creating Tables
- Inserting/Deleting Rows and Columns
- Changing Column Width
- Creating Borders
- Setting Tabs in Tables
- Using Charts
- Formulas
- Mail Merge
- Customising Toolbars
- Creating and Saving templates
- Creating a Hyperlink
- Tracking and Reviewing Changes
- Review & Close

Course Outline: Word Intermediate 2007

- Recap on Word Basics:
 - Selecting Text
 - Moving around a Document
 - Opening, Closing and Saving Documents
 - Page Setup
 - Page Breaks/Numbering
 - Adjusting Page Background
- Headers and Footers
- Bullets and Numbering
- Accessing Galleries for formatting Tables, Charts, Pictures
- Using Charts
- Mail Merge
- Customising Toolbars
- Customising the Quick Access Toolbar
- Creating Tables
 - Inserting/Deleting Rows and Columns
 - Changing Column Width
 - Creating Borders
 - Setting Tabs in Tables
 - Formulas in Tables
 - Borders and Shading
- Creating and Saving templates
- Creating a Hyperlink
- Tracking and Reviewing Changes
- Review & Close
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