



Microsoft

Word

Intermediate

Who Should Attend

This course is designed to help users who are familiar with Word's basic features take their skills to the next level. For best results, take the Word Foundation course first, or gain equivalent skills.

Format:

- Full-day instructor-led virtual classroom session

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Microsoft Word – Foundation
- Microsoft Word – Advanced

Create Complex Professional Documents with Ease

Receive practical hands-on skills instruction to help you to master time-saving automation tools, create complex professional documents with ease, and gain advanced proficiency to take your Word skills to new heights.

This course will help you:

- Improve efficiency by learning how to automate repetitive tasks with tools like styles, templates, macros, and mail merge
- Create more polished, professional documents through mastery of text formatting, layout options, integration of charts/graphics
- Gain skills for handling complex word processing needs like linking text boxes, column layouts, building complex illustrations
- Become adept managing workflow with templates, building blocks, fields/content controls, and customisation
- Level up skills to prepare for more advanced Word work, projects, and integration with other Microsoft Office tools



Priority Management Training

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Synopsis:

Microsoft Office Word - Intermediate

This intermediate Word course builds on basic skills to help users work more efficiently and produce advanced documents. Through hands-on training, learn to automate repetitive tasks like formatting and content updates using styles, templates, mail merge and macros. Create visually polished documents by incorporating charts, graphics and controlling complex multi-section layouts. Gain skills to wrangle long documents while maintaining design consistency.

Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

Customising Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply and Customise Document Themes

Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- The Adjust Group
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Using Templates

- Create a Document Using a Template
- Create a Template
- Modifying a Template
- Attaching a Template to a Document
- The Default Template Location

Using Mail Merge

- The Mail Merge Features
- Data Sources
- The Mail Merge Process
- The Mail Merge Wizard and Related Dialog Boxes
- Merge Envelopes and Labels
- Create a Data Source Using Word

Using Macros

- Automate Tasks Using Macros
- Create a Macro
- The Record Macro Dialog Box
- Creating Keyboard Shortcuts for Macros
- Assigning Macros to Buttons



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