

Word Intermediate

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should have attended the Introductory course or gained similar knowledge in the workplace.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Storing & Retrieving Standard Text

storing AutoCorrect entries • storing AutoText entries • retrieving AutoText entries using the mouse • retrieving AutoText entries using the keyboard • editing an existing AutoText entry • renaming an existing AutoText entry • deleting an AutoText entry • printing a list of AutoText entries

Working with Multi-Page Documents

inserting page breaks into a document • adding headers and footers to a document • changing page margins in print preview • adding page numbers to a document • finding and replacing text • viewing documents

Templates (Master Documents)

using Word's standard templates • creating your own templates • editing templates • using prompt fields in templates • adding date fields to templates

Managing Files

adding passwords to confidential documents • creating new folders • deleting old files from the computer • renaming files • copying files

Tables

creating table-layouts in documents • entering and editing text in a table • improving the appearance of a table • using Word's table format gallery • altering column widths & row heights • using the Draw Table facility • deleting and inserting columns & rows into a table • merging cells in a table for headings • performing simple calculations • sorting text stored in tables