Word Intermediate

Students will be comfortable with using tools such as styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also understand how to create complex documents using tables, charts, and various types of illustrations.

Working with Tables and Charts

Learn about various ways to manage numerical data in Microsoft Word. Look at how to sort table data, control cell layout, perform calculations in a table, and display numerical data as a chart or equation.

Customizing Formats Using Styles and Themes

How to create and modify text styles, create styles for lists and tables, and applying and customising document themes.

Using Images in a Document

Working with images in a document, integrating pictures and text and adding items to a document, such as screenshots, videos, and captions.

Creating Custom Graphic Elements

Several other types of graphics are discussed in this lesson, including text boxes, shapes, WordArt, and SmartArt.

Inserting Content Using Quick Parts

Take a closer look at Building Blocks, particularly Quick Parts and fields.

What it covers:

- Working with Tables & Charts
- Customising Formats using Styles and Themes
- Images in a Document
- Creating Custom Graphics
- Controlling Text Flow
- Using Templates
- Mail Merge
- Macros

Controlling Text Flow

The four main techniques for controlling text flow: setting paragraph options, using section breaks, formatting text as columns, and linking text boxes.

Using Templates

Topics include creating, managing, modifying, and using template files.

Using Mail Merge

Begin by discussing simple mail merges, move on to creating envelopes and labels, and finish by learning how to create a data source from scratch.

Using Macros

Automating tasks using macros.

All days are 9.00 am – 4.30 pm. Fees and dates are negotiable for on site courses, public course dates and fees can be provided on request.