

Microsoft Word 2019 / 365 Intermediate Course 1 Day

OVERVIEW

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Word.

WHO SHOULD ATTEND

This course is designed for students who are able to create and modify standard business documents in Microsoft Word, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist students preparing for the Microsoft Office Specialist exams for Microsoft Word.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. It is also advisable that Students have either attended the Word Introduction Course or have worked with Word for a period of time.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

RECAP	TABS
<ul style="list-style-type: none"> Quick Access Toolbar Options Basic Formatting Options Bullet Points and Numbering 	<ul style="list-style-type: none"> Creating Left, Right, Centre Decimal Tabs / Leader Tabs Editing / Deleting Tabs
PAGE LAYOUT	ILLUSTRATIONS
<ul style="list-style-type: none"> Margins Headers and Footers Page Numbering Page Breaks / Section Breaks Multiple Headers and Footers 	<ul style="list-style-type: none"> Pictures / Clipart SmartArt Formatting Imaging's Resizing / Cropping Images Charts Screenshots
STYLES	TEMPLATES
<ul style="list-style-type: none"> Using Pre-Set Up Styles Modifying Styles Assigning Shortcut Keys Table of Contents 	<ul style="list-style-type: none"> Using Pre-set Up Templates Creating your own Templates
TABLES	SHARING DOCUMENTS
<ul style="list-style-type: none"> Merging / Splitting Cells Headers Rows Quick Tables 	<ul style="list-style-type: none"> Emailing / PDF's Setting a Password
THEMES	QUICK PARTS
<ul style="list-style-type: none"> Working with Themes 	<ul style="list-style-type: none"> Inserting Pre-set Building Blocks Creating Building Blocks
	MAIL MERGE
	<ul style="list-style-type: none"> Creating a Basic Mail Merge

DEBY JAMES ASSOCIATES