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# microsoft word

# Intermediate

## PROGRAM OVERVIEW:

This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level. By the end of this course, users should be comfortable with using tools such as styles, macros, templates, mail merge, and building blocks to automate tasks. You'll also understand how to create complex documents using tables, charts, and various types of illustrations.

## COURSE DURATION, DELIVERY METHOD AND COST-FREE CUSTOMISATION

Full course duration is 1 day, but can be modified for delivery in shorter blocks. Additionally, this course can be customised at no additional cost to include topics from our Microsoft Word 365: Introduction and Advanced courses. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led remote-access on-line learning to individuals or groups.

## TOPICS:

### Working with Tables and Charts

In the first lesson, you'll learn about various ways to manage numerical data in Microsoft Word. We take a look at how to sort table data, control cell layout, perform calculations in a table, and how to display numerical data as a chart or equation.

- Sorting Table Data
- Controlling Cell Layout
- Performing Calculations in a Table
- Creating and modifying a Chart

### Using Templates

Topics including creating, managing, modifying, and using template files are explored in this lesson.

- Creating a Document Using a Template
- Creating a Template

### Customising Formats Using Styles and Themes

Next, we cover how to create and modify text styles, create styles for lists and tables, and then we will apply and customise document themes.

- Creating and Modify Text Styles
- Creating Custom List or Table Styles
- Applying and customising Document Themes



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## Using Images in a Document

You'll learn all about working with images in a document in this lesson. The lesson wraps up with information on integrating pictures and text and adding supplementary items to a document, such as screenshots, videos, and captions.

- Adjusting Image Appearance
- Integrating Pictures and Text
- Inserting and Formatting Screenshots
- Inserting Video

## Creating Custom Graphic Elements

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

- Creating Text Boxes and Pull Quotes
- Formatting Text Boxes and Pull Quotes
- Drawing and modifying Shapes
- Adding WordArt and Other Text Effects
- Creating Complex Illustrations with SmartArt

## Inserting Content Using Quick Parts

This lesson takes a closer look at Building Blocks, particularly Quick Parts and fields.

- Inserting Building Blocks
- Creating and Modify Building Blocks
- Inserting Fields Using Quick Parts

## Controlling Text Flow

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

- Controlling Paragraph Flow
- Inserting Section Breaks
- Inserting Columns
- Linking Text Boxes to Control Text Flow

## Using Mail Merge

This lesson begins by discussing simple mail merges, moves on to creating envelopes and labels, and finishes by learning how to create a data source from scratch.

- Mailing Merge Basics
- Performing a Mail Merge
- Merging Envelopes and Labels
- Creating a Data Source Using Word

## Using Macros

The final lesson of this course looks at automating tasks using macros.

- Automating Tasks Using Macros
- Creating a Macro

