

# Course: Microsoft Word Intermediate

Duration: One Day

## Course Contents:

<b>1: Page layout Considerations</b> Page Breaks. Find & Replace. The GoTo Command. Headers & Footers. Borders & Lines. Shading.	<b>3: Styles and Fields</b> Paragraph Styles. Document Templates. Create a Template. Form Fields. Document Protection. Wizards
<b>2: Speeding up with regular work</b> Line Numbering. Spell Check. Auto Correct. AutoText. The Thesaurus. More on Printing. Grammar	<b>4: Merging and finding documents</b> The Mail Merge Feature. Find File Advanced Commands Saving Find File Searches The Tools, Options Dialog box.

**Course Objectives:** This course is designed for users of Word (any version) who want to go beyond basic or introductory use. It will give delegates skills in creating more complex documents and speed up work.

**Who should attend:** Word users concerned with speeding up their work and enhancing the look and functionality of their documents.

**Experience Needed:** Delegates should have a working knowledge of Word (any version) and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

**Cost:** The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

**Support:** Each trainee will receive six months free telephone support after the course. This is available during office hours.