

MICROSOFT WORD INTERMEDIATE (LEVEL 2)

This course is a one day Intermediate course. **Prerequisite:** Introduction to Microsoft Word

TEMPLATES

Create A Document Using Microsoft Templates

Create Your Own Template

Create A Document From Your Template

TABLES

Inserting A Table

Drawing A Table

Table Styles

Table Style Options

Placement Of A Table

Selecting Parts Of A Table

Insert A Row/Column

Delete A Row/Column

Change A Column Width

Align Text In A Table

Change The Appearance Of Text In A Table

Table Lines/Borders

Removing Gridlines

Splitting Cells

Merging Cells

Splitting A Table

Copy Paste Special

LINKING

EMBEDDING

FORMATTING TEXT

Tabs

Highlighter

Format Painter

Styles

Applying Microsoft Word Styles

FORMATTING PARAGRAPHS

Paragraph Numbering

Insert Paragraph Spacing

Removing Paragraph Format

Multilevel Numbering

Modifying Number Formats

DOCUMENT MANAGEMENT	
Page Numbering	
Headers And Footers	
Section Breaks	
Find Text	
Replace Text	
Hard Space	
Columns	
GRAPHICS	
Inserting Clip Art	
Insert A Picture From File	
Word Art	
Drawing An Object	
Text Box	
FORMATIVE ASSESSMENTS	