

Meteor IT

Training Course Outline

Microsoft Word - Intermediate

Duration: 3 hours

Overview and pre-requisites

This course is aimed at those who regularly create long or complex documents and want to be able to use the rich features of Microsoft Word to produce better results more efficiently. The primary focus is on tools designed to improve consistency and professional appearance through good layout and style, as well as automate content such as a table of contents.

All attendees should already be comfortable with using Word and be familiar with its basic functions. Specifically users should know how to:

- Format text using styles, and customise with different fonts, bold, italic, underline
- Insert international letters and other symbols
- Manage paragraph formatting, widow/orphan control, keep with next, page breaks
- Insert and format tables and pictures, resize and format them as required
- Use proofing tools to check spelling and grammar in a document
- Change page setup and print the required parts of a document
- Use AutoCorrect and AutoText

Specific topics to be covered

Attendees will practice a variety of built-in features of MS Word, and during the session will learn how to use several features:

- Insert a table of contents for a long document
- Insert headers and footers, including page numbers and with a different first page
- Paragraph indentation and Tab marks
- Change pre-formatted styles to suit different purposes
- Create templates to use as “master” documents
- Manage styles stored, and move them between documents and templates