



Word 2016 © Intermediate



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course is ideal for people who need to produce more intricate Word documents.

LEARNING OUTCOMES

Existing skills and knowledge are enhanced by covering more advanced aspects of key topics, such as formatting, tables, and lists, and new features such as merging, envelopes, sections, clip art and graphics are introduced.

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding and Setting File Locations
- Understanding and Setting Save Options

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Resetting the Window Position
- Thumbnails

Formatting Techniques

- Creating First Line Indents and Hanging Indents
- Inserting Right Indents
- Understanding Pagination
- Widow and Orphan Control
- Keeping with Next
- Keeping lines together
- Page Break before
- Hyphenation
- Hiding Text
- Creating and using Drop Caps
- Inserting Returns and Removing Returns
- Format Revealing

Tabs

- Using Default Tabs
- Settings and Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs
- Removing Tabs

Working with Building Blocks

- Understanding Building Blocks
- Using the Building Blocks Organiser
- Creating Quick Parts
- Saving Building Blocks
- Using and Editing Quick Parts
- Deleting Quick Parts
- Creating Template Specific Building Blocks
- AutoText versus Quick Parts

Lists

- Using the Bullet Library
- Defining a New Bullet
- Modifying a Bullet Definition
- Using the Numbering Library
- Defining a New Number Format
- Modifying a Number Format
- Setting the Numbering Value
- Understanding Multi-level Lists
- Using the Multi-level List Library
- Changing a List Level
- Defining a new Multi-level List
- Common Multi-level List Problems

Table Features

- Creating a Table from Text
- Changing Cell Alignments
- Creating Formulas
- Updating Calculations
- Sorting Table Data
- Merging and Splitting Table Cells
- Viewing Table Gridlines
- Table Properties
- Table Alignment
- Changing Text Direction
- Repeating Header Rows
- Converting a Table to Text

Styles

- Applying Styles to Paragraphs and to Text
- Creating a Quick Style
- Creating a Paragraph Style and Character Style
- Applying Custom Styles

Templates

- Using an Installed Template
- Using an Online Template
- Creating a Template from Scratch
- Modifying a Template
- Using a Custom Template
- Applying a Different Template
- Creating a Template from a Template
- Copying Styles between Templates
- Tips for Developing Templates

Sections

- Inserting a Next Page Break, Continuous Break
- Inserting Even and Odd Page Breaks

Headers and Footers

- Quick Headers and Footers
- Creating a Blank Header
- Creating a Blank Footer
- Switching Between Headers and Footers
- Editing Headers and Footers
- Adding Page Numbering
- Adding Date Information
- Adding Document Information
- Formatting Headers and Footers

Mail Merging

- Understanding Mail Merging
- Selecting the Starting Document
- Selecting a Recipient List
- Writing the Details
- Previewing the Letters
- Completing the Merge

Pictures

- Inserting a Picture
- Selecting a Picture
- Resizing a Picture using the Ribbon
- Resizing a Picture from the Dialog Box
- Resizing a Picture using the Mouse
- Moving a Picture
- Deleting a Picture
- Applying Picture Styles
- Resetting a Picture
- Changing the Picture

Shapes

- Using the Drawing Canvas
- Inserting Shapes
- Selecting Shapes
- Resizing Shapes using the Ribbon
- Resizing Shapes from the Dialog Box
- Resizing Shapes using the Mouse
- Moving Shapes
- Deleting Shapes

Duration: 1 day Class size: 10 Times: 9am to 4pm
Where to from here: Word Advanced