

# Microsoft Word 365 Intermediate



Duration: 2 Days Course Code: WRD365INT

*This practical hands-on course is designed for experienced users of Word 365. It builds on existing knowledge to improve user productivity and efficiency in formatting and managing multi-page documents such as letters, minutes, newsletters and business reports.*

## Learning Outcomes

By the end of this course students will be able to work effectively with a variety of file formats, use bulleted and numbered lists with ease, set paragraph formatting options, work with breaks, add headers and footers, insert symbols and many timesaving features as well as work with themes, templates and perform a mail merge via email or print.

## Prerequisites

This course is designed for students who have a solid understanding of Word 365 fundamentals or have completed our Word 365 Essentials course.

## Selection Techniques

- Handy Keyboard Shortcuts for Selection
- Mouse Selection Shortcuts
- Useful Editing/Clearing Techniques

## Paragraph Tools

- Distinguishing Lines and Paragraphs
- Indentation and Hierarchy
- Paragraph spacing settings
- Line spacing Options
- Copying Paragraph formats
- Setting Paragraph defaults

## Bullets and Numbering Lists

- Understanding different types of lists
- Bullets and Numbering buttons
- Customising List Items
- Adjusting Indent settings
- Setting Numbering Values
- Creating Multi Level Lists
- Customising the Numbering format
- Numbering Heading Styles

## The Power of Styles

- Advantages of Using Styles
- The Quick Style Gallery
- Understanding Types of Styles
- Using the Style Pane
- Modifying & Creating New Styles
- Working with Style Sets and Options
- Format tracking
- Working with Character Styles
- Using Table Styles
- Applying a table style
- Working with List Styles
- Managing Style Settings
- Hiding and Showing Styles
- Using the Style Organiser
- Working with Themes

## Working with Tables

- Understanding Tables
- Table Creation Options
- Navigating around a table
- Entering Text in a table
- Viewing Gridlines
- Using the Draw Table Options
- Distributing Columns and Rows
- Inserting Columns and Rows
- Table Insert Controls
- Merging and Splitting Cells
- Rotating Text in a Table
- Aligning Table Text
- Formatting Tables using Styles
- Deleting Columns and Rows
- Adjusting Borders Manually
- Adding and Removing Table Shading
- Repeating Table Headings on all pages
- Cell Margins and Spacing
- Converting Existing text into a table
- Converting a Table enter text
- Creating Formulas in tables
- Using Functions in a table
- Displaying field codes in the table
- Re-calculating formulas in a table

## Page Layout Tools

- Working with and Removing Page Breaks
- Adjusting Document Margins
- Creating Custom Margins
- Changing Orientation
- Portrait and landscape Pages in the Same Document
- Understanding with Section breaks
- Breaking Links in Sections
- Creating Columns on a selection
- Formatting Columns
- Resizing Adjusting columns
- Adjusting the Paper Size
- Using Vertical Alignment

## Using Headers and Footers

- Creating Basic Headers and Footers
- Modifying a Header or Footer
- Removing the Existing Header or Footer
- Using Page Numbering and Field Codes
- Positioning Text in a Header or Footer
- Adding a filename and path
- Linking and unlinking Headers and Footers
- Inserting Watermarks
- Creating custom watermarks

## Using Mail Merge

- The principles of Mail Merge
- Working with the Main document

- Understanding Data Sources
- Using Merge Fields
- Inserting other Merge Fields
- Matching fields
- Previewing Merge Data
- Fixing Data Errors
- Creating Mailing Labels
- Inserting Label Merge Fields
- Creating a Directory Listing
- Merging with an Alternative Data Source

## Pictures, Graphics and Shapes

- Inserting Pictures and Photos
- Using Online Pictures
- Resizing Graphic Images
- Rotating and Flipping images
- Flipping Horizontal and Vertical
- Text wrapping around pictures
- Creating Custom Wrap Points
- Picture Formatting and Corrections
- Adjusting colour an Artistic Effects
- Picture Styles and Effects
- Working with drawing shapes
- Grouping and ungrouping objects
- Adding enclosed objects
- Adding text to a drawing object
- Text wrapping around drawing objects
- Adding fills and Outlines to a Shape
- Adding Shadows and 3D effects
- Working with Smart art graphics
- Formatting SmartArt graphics

## Charts

- Creating and Inserting charts
- The chart tools Design tab
- The format Ribbon
- Modifying Chart Types and Adding titles

## Using Find and Replace

- Using Find and Replace for Text
- Modifying Group Formatting

## Creating Fill-in Forms

- Understanding filling forms
- Working with form fields
- Using date picker controls
- Cheque box form fields
- Combo box form fields
- Applying protection to a form
- Using picture controls
- Printing out forms
- Saving a Form as a Template
- Understanding Template Options and Security