



Microsoft Word Training

Microsoft Word 2013 Intermediate

Who Should Do This Course?

This course is primarily designed for people with some Microsoft Word experience who wish to improve their skills and productivity. Upon successful completion of the course, participants should be able to work with tables, create drawings, perform mail merges and improve productivity with a range of automation features.

This course assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in Word 2013 Beginner course. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

This 1 day course extends on the basics of Microsoft Word 2013 and helps students create more complex and varied documents.

Existing skills and knowledge are enhanced by covering more complex aspects of formatting, pictures, tables and lists, and introduces new features such as merging, sections and styles.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- use formatting techniques to position text and paragraphs
- create and modify tables
- use table features to improve the layout and format of tables
- create and use building blocks
- create and apply styles
- insert headers and footers into a document
- insert and work with pictures in a Word document
- draw and format shapes
- apply various page layout techniques
- use the Mail Merge Wizard to perform mail merges
- customise mail merges
- insert content from other sources
- insert and work with WordArt

Content

Unit 1: Formatting Techniques

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting a Page Break
- Applying Hyphenation to Text
- Hiding Text
- Inserting a Drop Cap
- Understanding Returns
- Inserting Hard and Soft Returns
- Removing Returns
- Revealing Formatting

Unit 2: Tables

- Understanding Tables
- Creating a Table
- Adding Data to a Table
- Selecting In Tables Using the Ribbon
- Selecting In Tables Using the Mouse
- Inserting Columns and Rows
- Deleting Columns and Rows
- Changing Column Widths
- Changing Row Heights
- AutoFitting Columns
- Shading Cells
- Modifying Borders
- Adding Custom Borders
- Choosing a Table Style

Unit 3: Table Features

- Creating a Table from Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas into a Table
- Updating Formulas in a Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables
- Changing the Direction of Text
- Repeating Heading Rows
- Converting a Table to Text

Unit 4: Building Blocks

- Understanding Building Blocks

- AutoText versus Quick Parts
- Inserting a Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Building Blocks
- Editing Building Blocks
- Deleting Building Blocks

Unit 5: Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles

Unit 6: Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Inserting a Blank Header
- Inserting a Blank Footer
- Switching Between Headers and Footers
- Editing Headers and Footers
- Inserting Page Numbering
- Inserting Date Information
- Inserting Document Properties
- Formatting Header and Footer Text

Unit 7: Pictures

- Understanding Pictures
- Inserting a Picture
- Inserting an Online Picture
- Resizing a Picture
- Changing the Picture
- Cropping a Picture

Unit 8: Shapes

- Understanding Shapes
- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying a Fill to the Drawing Canvas
- Applying Text Wrapping To a Canvas

Unit 9: Page Techniques

- Inserting a Cover Page
- Inserting a Blank Cover Page
- Inserting a Watermark
- Creating a Watermark
- Removing a Watermark
- Applying Page Colours
- Applying a Page Border
- Applying Lines to a Page

Unit 10: Performing a Mail Merge

- Understanding Mail Merge
- Understanding the Mail Merge Process
- Creating a Recipient List
- Creating the Starting Document
- Starting the Mail Merge Wizard
- Selecting a Recipient List
- Inserting Mail Merge Fields
- Previewing the Merged Documents
- Completing the Merge

Unit 11: Mail Merge Techniques

- Running a Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting another Data Source
- Applying an If...then...Else... Rule
- Applying a Fill in Rule

Unit 12: Importing

- Understanding Importing
- Importing Text
- Importing Excel Data
- Importing and Linking Excel Data
- Importing and Embedding Excel Data
- Modifying Embedded Excel Data
- Inserting a Hyperlink to External Data
- Understanding Hyperlinking Options
- Using Hyperlinks

Unit 13: WordArt

- Understanding WordArt
- Applying WordArt
- Positioning WordArt
- Editing WordArt Text
- Formatting WordArt Text
- Applying Text Effects
- Deleting WordArt

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**