

WORD INTERMEDIATE

Microsoft Word - Stage 2

The **NEXT** step in becoming a proficient user of Word

ABOUT THIS COURSE

Learn how to simplify creating, formatting and cross-referencing documents, no matter the complexity of the document. After attending one of our sessions, you will be able to confidently utilise the power of Word to create professional, polished documents.

IS THIS COURSE SUITABLE FOR YOU OR YOUR TEAM?

This course will suit anybody who wants to learn how to quickly create documents that are professional in look and functionality.

This course is for you if:

- You would like to confidently work with elements found in large, complex documents
- You need to prepare and share documents with other people
- You want to include cross-references within your document so that they are automatically updated when modifications are made
- You want your documents to look and function professionally

LEARNING OUTCOMES

This hands-on course takes you through creating a professionally styled business document which includes a Cover Page, Table of Contents, Headers, Footers and Page Numbering, Tables, Sub-para numbering, and Cross-referencing.

By the end of this course, you should be able to confidently:

- **Format** and **update paragraphs** with sub-para numbering and controlled spacing
- **Control** where **Page numbers, Headers and Footers** and page orientations change in the document
- Insert, format, and update large or **complex Tables**
- Use **Styles** to quickly apply **formatting** to headings and body **text**
- **Repeat text, images, and page numbering** at the top or bottom of each page
- Automatically generate and **update** a **Table of Contents** and cross-references

AVAILABLE AS AN ONLINE LIVE SESSION

This course is designed for groups as an interactive online live session led by an instructor. Instruction follows a “hands-on” approach.

For online training, please ensure you have access to the Internet and your browser is the latest version of Microsoft Edge or Google Chrome. If you wish to follow along with the instructor, it is recommended that you have Microsoft® Word software installed and two screens or two computers available. One to follow along in Word and the other to watch the instructor. The course is complemented with a step-by-step workbook.

COURSE PRE-REQUISITES

This course is designed for people who already have the essential skills needed to create, format, edit, save, and print Word documents.

COURSE DURATION AND DELIVERY

Course delivery consists of 3.5 hours hands-on tuition. The duration is set for a maximum of 8 people online. For larger groups the duration may take longer. The course is delivered by a certified Microsoft® Office Specialist.

COURSE CONTENT

Topics covered in this course include the following:

MULTILEVEL NUMBERED PARAGRAPHS

- Outline documents using sub-paragraph numbering (defaults)
- Customise your own numbering outline
- Control paragraph tab and indent settings
- Restart, pause, change, and continue numbering

SECTION BREAKS

- Learn why section breaks are needed and how to insert and edit them
- Apply formatting to individual document sections
- Print a page range in a sectioned document

STYLES

- Using the Quick Style gallery and Word's default Styles
- Create a new Style
- Modify and delete Styles
- Replace Styles
- Navigation tips using Styles
- Share Styles between documents

CUSTOMISING TABLES

- Draw Tables
- Adjust cell indents, spacing and alignment
- Merge and split cells
- Control where a Table splits
- Repeat Table headings
- Set Table Properties – Table alignment, wrap text, automatic resize

HEADERS, FOOTERS AND PAGE NUMBERING

- Create a Header and Footer
- Use Section Breaks with Headers and Footers
- Insert, modify, and remove automatic Page Numbering
- Use Section Breaks to control Page Numbering

WORKING WITH LARGE DOCUMENTS

- Generate a Table of Contents
- Customise a Table of Contents
- Update TOC references
- Insert an update Cross-references

WHAT PEOPLE ARE SAYING ABOUT THE COURSE

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"THANKS AGAIN FOR THE TRAINING"

I feel so much more at ease now with the application and I'm ready to start playing around with the tools more!

Robyn Garry - Personal Assistant

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"MANY THANKS!"

Many thanks for the time and effort you put into teaching us! Your easy-going attitude and simple straight forward examples make it much more fun to learn.

Sue Dikvert - Legal Secretary

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GET IN TOUCH WITH US

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