



Rock Solid Training Course Profile

Microsoft Word Intermediate

One Day Course

Who is this training course suitable for?

Our Microsoft Word Intermediate training course is suitable for those with a basic working knowledge of Microsoft Word.

Prerequisites

A working knowledge of Word is required, or our Word Introduction course.

Benefits

This **Microsoft Word training course** is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features. You will be able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets. You will also learn how to add recurrent data to documents in a series such as page numbers and headers. Finally you will be shown how to prepare labels and envelopes, add your company logo to a letter and set up a template for future mail.

After completing this word course you will be prepared to attend the Word Advanced training course.

Course Syllabus

Introduction to Mail Merge

- Creating & Editing a Data Document
- Creating a Main Document
- Performing the Merge
- Editing the Merged Documents
- Printing Mail Merge Documents
- Setting Query Options

Tabs

- Tab types
- Setting tabs
- Moving and deleting tabs
- Dot leader tabs
- Resetting tabs

Borders and Shading

- Adding Borders and Shading
- Removing Borders and Shading
- Changing Style of Borders
- Page Borders

Advanced Tables

- Inserting a Table
- Drawing a Table
- Formatting in a Table
- Adding Table Borders and Shading
- AutoSum
- Merging and Splitting Cells
- Horizontal and Vertical Text Alignment

Section and Document Formatting

- Creating a New Section
- Creating & Editing Headers and Footers
- Using Headers and Footers in Sections

Columns

- Creating Columns
- Formatting Columns
- Column Breaks

Toolbars

- Creating a Toolbar
- Customising Toolbars
- Floating and Docking Toolbars
- Displaying "Hidden" Toolbars

Working with Multiple Documents

- Opening a second document
- Switching between documents
- Working with Panes

Templates

- Creating & Modifying a Template
- Creating Documents from Templates

Fields

- Inserting Fields
- Toggling between Field Codes and Results
- Useful Fields: The Fill-in Field

Rock Solid Training is a trading name of Rock Solid Ideas Limited

Registered Office: 21 The Street, Alburgh, Norfolk, IP20 0DF

Tel: 0870 961 9056 **Fax:** 0870 199 1087

Email: info@rocksolidideas.co.uk **Web:** www.rocksolidideas.co.uk