

Training Course Specification

Course: Word Intermediate (versions 1997 to 2013)

Duration: 6 hours

Aims and objectives of the workshop:	This course is designed for users of Word who want to go beyond basic or introductory use. It will give delegates skills in creating more complex documents and speed up work. At the end of the workshop delegates will feel confident about using the programme to produce professional looking documents
Who should attend:	Word users concerned with speeding up their work and enhancing the look and functionality of their documents.
Experience needed:	Delegates should have a working knowledge of Word (any version) and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

¹Course Contents

Page layout

- Inserting and using section breaks.
- Manipulating Headers & Footers e.g. Using a number of different headers within one document
- Using borders effectively
- Using shading effectively
- Manipulating page numbering

Tabs and Tables

- Using Tabs to lay out a document
- Using Tables to lay out a document

Text format

- Using simple Numbered and Bulleted lists
- Using/editing and understanding text Styles e.g. headings
- Using and understanding multi-level/outline numbering e.g. 1) 1.1, 1.2, a) b)
- Document Templates.
- Create a Template.

Speeding up with regular work

- Using Auto Correct effectively
- Changing and inserting default AutoText entries
- Using Format Painter effectively

SmartArt

- Manipulating diagrams and hierarchy charts

Related Courses: Word Introduction, Word Advanced

¹ You can choose from the list to create your own course