

# MICROSOFT WORD INTERMEDIATE

Learn time-saving techniques in Word and use features such as styles, advanced tables and tracked changes.



## Prerequisites

Participants are required to have attended or have working knowledge of the topics covered in the Microsoft Word Introduction course.

## Expected outcomes

- Manipulate tabs for display of columnar information
- Add a header and footer to a document
- Use a more advanced range of editing functions to customise text, bullets and numbering, tables and picture
- Track multiple users and their edits with Tracked Changes
- Create and use simple styles for consistency in document formatting

## Using the ruler

- Understand tabs
- Set up and edit tabs
- Type with tabs
- Leader dots
- Work with indents

## Headers and footers

- Create a header and footer
- Add page numbering
- Insert the filename and path
- Header and footer margins
- Different first pages
- Different odd and even pages

## Bullets and numbering

- Create a list
- Change bullet symbols
- Adding lines without bullets
- Restart and continue numbering
- Change numbering
- Adjust spacing
- Troubleshoot misaligned bullets and numbers
- Multilevel numbering
- Picture bullets

## Styles

- Apply existing styles
- Update and modify styles
- Create new styles
- Add styles to the template
- Heading numbering
- Table of contents from styles

## Advanced find and replace

- Basic find and replace
- Advanced find and replace
- Find and replace non printing characters

## Advanced tables

- Merge and split cells
- Text direction
- Table headings
- Split a table
- Positioning a table on a page
- Sort rows in a table
- Convert tables to text

## Quick Parts

- Save an item as a Quick Part
- Add and modify a Quick Part

- Inserting a Quick Part
- Delete a Quick Part

## Tracking changes

- Turn on track changes
- Make changes
- Track options
- Showing/ hiding balloons
- Accepting/ rejecting changes
- Turn off track changes

## Pictures

- Crop image
- Add floating and inline captions
- Compressing an image
- Clip art and online images
- Add alternate text
- Insert a table of figures

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

## Who should attend

This course has been developed for people who want to learn time saving techniques when working with Microsoft Word such as styles and bullets and numbering.