

Intermediate Microsoft Word Training

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Course duration

- 1 Days

Course Outline

Students in this Intermediate Word training class should already be able to create, edit, and print Word documents on Windows. In this Word class, students will learn advanced formatting, use Word's drawing tools, create and manage tables, and work with column layouts. Our instructor-led online classes are conducted in the 2013 version of the software. Your instructor will point out the minor differences between versions where they exist. For our custom instructor-led online and onsite classes, we use the version of the software you use in your office.

- Learn to use Word's advanced editing tools.
- Learn to work with images, including placing and sizing images, wrapping text around images, and using borders and effects.
- Learn to adjust page orientation and layout.
- Learn to work with columns.
- Learn to work with page and section breaks.
- Learn about document views, using the navigation pane, and viewing multiple windows.

- Basic Microsoft Word skills

1. Advanced Formatting

1. Shading and Borders
2. Changing Styles
3. Paragraph Marks and Other Formatting Symbols

2. Working with Tables

1. Inserting a Table
2. Table Styles
3. Formatting a Table

3. Working with Images

1. Inserting Images
2. Placing and Sizing Images
3. Wrapping Text Around an Image

- 4. Adjusting Images
- 5. Borders and Effects
- 4. Page Layout
 - 1. Orientation and Paper Size
 - 2. Working with Columns
 - 3. Page and Section Breaks
- 5. Working with Illustrations
 - 1. Adding and Editing Charts
 - 2. Working with Clip Art
 - 3. Using Shapes
 - 4. Working with SmartArt
- 6. Viewing Your Document(s)
 - 1. Document Views
 - 2. Using the Navigation Pane
 - 3. Multiple Windows

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