combinedknowledge

Education and Support for SharePoint, Office 365 and Azure
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COURSE OUTLINE

MICROSOFT WORD INTERMEDIATE

Course Duration: 1 Day

Overview

The Microsoft Word intermediate course is designed for delegates who want to expand their knowledge. The intermediate course will advance your skill set by learning to work with tables, document layouts using columns and sections, working with illustrations that include pictures, shapes, organisation charts, create a mail merge as well as printing envelopes and labels.

Audience

It is essential that the delegate has successfully completed the Word Introduction course or has gained similar knowledge within work environment.

Prerequisites

Delegates who attend this training should have a working knowledge or Microsoft Word or have attended the Word introduction course or gained similar knowledge within work environment.

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Objectives

After attending the training, you will be able to:

- Create Tables
- Use mail merge
- Document layout
- Using graphics
- Using additional effect and Smart objects
- Creating charts
- Linking applications
- Collaboration

The course will cover the following content

Introduction Recap

- Word shortcuts and tips
- Shortcut
- Tab and Tab Alignments
- Tips and tricks to speed up your work
- Quick Parts
- Auto Correct
- Auto Text
- Screen shots

Tables

- Creating tables
- Entering text into a table
- Rotating text in a table
- Aligning table text
- Inserting and delete rows/columns
- Changing column widths and row heights
- Distribute row and columns evenly
- Splitting cells
- Format table
- Showing and hiding gridlines
- Table Properties
- Table AutoFormat
- Merge cells
- Split table and cells
- Convert text to table
- Sorting table content
- Create table headings
- Using tabs within table
- Using formulas in tables
- Insert Quick table

- Drawing table manually

Mail merge

- Creating mail merge Wizard
- Creating data source
- Using mail merge toolbar
- Creating labels
- Creating envelopes
- Mail merge to MS Outlook

Document layout

- Page numbering
- Inserting automatic dates and times
- Using columns
  - Creating and navigating columns
  - Inserting multiple columns
  - Column breaks
  - Changing Column Width and Spacing
  - Adding a Vertical Line between Columns
- Creating sections breaks
  - Continuous section break
  - Next page section break
  - Format page layout to landscape and portrait
- Different header and footer on first page

Create charts

- Creating a Chart
- Editing the Worksheet
- Adding a Chart Title
- Changing the Chart Type
- Creating a Chart from Excel

Word Graphics

- Creating drawing objects
  - Using auto shapes
  - Moving objects
  - Formatting objects, fill colour etc.
  - Shape Styles
  - Aligning objects
  - Wrap text around shapes
  - Grouping objects
  - Icons
  - Using the Drawing Canvas
  - Using connectors
  - Creating text box
  - Inserting Clipart
  - Wrapping text round graphic
  - Using Microsoft WordArt
  - Using Smart Art graphics
  - Watermarks
  - Using Cover Page

Draw and write with ink

- Draw free hand

Linking applications

- Paste Special
- Copying and link data form Microsoft Excel to Microsoft Word

Sharing documents

- Share documents
- Manage access

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Microsoft Word – Introduction to Advanced
- Microsoft Excel – Introduction to Advanced
- Microsoft Outlook Introduction
- Microsoft PowerPoint Introduction
- Microsoft Project Introduction
- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track