

# Microsoft Word Intermediate

## OBJECTIVES

Create complex documents and build personalized efficiency tools using Word.

**Duration:** 1 Day

### 1. BULLETS AND NUMBERING

- Apply Bullets & Numbering to Text
- Customise Bullets
- Create an Outline List

### 2. ENHANCED PAGE SETUP

- Headers and Footers
- Page Numbering
- Working with Section Breaks

### 3. PRODUCTIVITY TOOLS

- Autocorrect, Building Blocks
- AutoText, AutoComplete
- AutoFormatting
- Apply Styles

### 4. BORDERS/LINES/SHADING AND DROP CAP

- Add Borders
- Remove Borders and Shading
- Create Drop Caps

### 5. TABLES

- Draw a Table
- Create a Table
- Move the Insertion Point
- Modify a Table
- Merge Cells
- Split Cells
- Table Borders
- Maths Feature
- Sorting Data

### 6. COLUMNS

- Create Columns
- Modify Columns
- View Multiple Columns
- Create Uneven Columns
- Work with Column Breaks

### 7. MAIL MERGE

- Create a Main Document
- Create a Data Document
- Complete the Main Document
- Edit the Data Document
- Use External Data
- Print Mail Merge Documents
- Sort/Select Records
- Create Labels

### 8. CUSTOMISING WORD

### 9. FILE MANAGEMENT

- Create Folders
- Select Files
- Copy/Move Files
- Delete Files
- Preview Files
- Sort Files