

Microsoft Word 2016 Intermediate

Duration: 1 Day

This course has been designed for existing users of Microsoft Word who wish to explore the application further.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Tables

- Creating a table
- Using the table formats
- Merging and splitting cells
- Deleting and inserting rows/columns
- Using the design and layout tabs

Working with Paragraphs

- Indents
- Multi-level numbering
- Setting tabs
- Widow/Orphan control

Building Blocks

- Inserting Quick parts
- Inserting a watermark
- Cover pages

Column Layout

- Applying multi-column formatting
- Column breaks

Working with PDF files

- Converting a PDF file to a Word file

Headers and Footers

- Inserting headers and footers
- Inserting page numbering
- Inserting the "FileName" field
- Inserting the copyright sign

Useful tools

- Borders and Shading
- Themes
- AutoCorrect

Drawing

- Drawing an object
- Resizing an object
- Moving and nudging an object
- Shading and outlining objects
- Grouping and aligning objects
- Rotating objects
- Duplicating objects
- Ordering objects
- Text boxes
- Working with Online Pictures
- Working with WordArt
- Working with SmartArt
- Inserting Photos
- Inserting a Screen Shot