

# Microsoft Word 2021 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
- Working with rows / columns / cells
- Column widths
- Merging and splitting cells
- Formatting tables
- Calculations within tables
- Sorting data within tables

## Working with Paragraphs

- Indents
- Basic Numbering
- Multi-level numbering
- Tabs
- Widow / orphan control
- Newspaper columns

## Building Blocks and Content Controls

- Building blocks
- Creating your own building blocks
- Managing building blocks
- Quick parts
- Cover Pages
- Watermarks

## Importing PDF Files

- Open PDF files in a Word document
- Inserting PDF files to a document

## Headers and Footers

- Creating headers and footers
- Editing headers and footers
- Page numbering
- Inserting filenames
- Copyright & trademark signs

## Drawing

- Drawing shapes
- Moving, nudging, and re-sizing
- Formatting shapes
- Grouping and aligning objects
- Rotating, ordering, and duplicating objects
- Text wrapping
- Text boxes
- WordArt

## Working with Pictures

- Online pictures
- Photographs
- SmartArt
- Screenshots

## Useful Tools

- Autocorrect
- Autotext / quick parts
- Document Themes