

Microsoft Word 365 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 and Content Controls

- Using building blocks
- Creating your own building blocks
- Storing building blocks
- Quick parts
- Watermarks
- Cover pages
- Managing building blocks

Importing PDF Files

- To Open a PDF file in a Word document
- Add a PDF to a document

Headers and Footers

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

Drawing

- Drawing an object
- Moving, nudging and resizing an object
- Shading and outlining objects
- Grouping and aligning objects
- Rotating, ordering and duplicating objects
- Text boxes
- WordArt

Working with Pictures

- Online pictures
- Photographs
- SmartArt
- Screenshots

Useful Tools

- Borders and shading
- Themes
- AutoCorrect

Newspaper Columns

- Starting a new column and removing column settings