



Computer Consultants Corporation

Microsoft Word

Intermediate

Length of course: 1 class day (6 hours)

Objective(s): To expand on basic skills, including using more advanced formatting techniques, creating tables and charts, performing a mail merge, and using section breaks and other features to create more sophisticated documents in Microsoft Word.

Prerequisites: Introduction to Microsoft Word or demonstrated familiarity with its topics.

Drawing and Layout

- Turning off the drawing canvas
- Inserting and editing WordArt
- Using drop caps
- Sizing objects and adjusting text wrap
- Drawing AutoShapes
- Working with text boxes
- Inserting files and diagrams

Columns

- When and why to use section breaks
- Inserting and removing section breaks
- Newsletter style columns
- Inserting and removing column breaks
- Ending column sections

View Options

- Show/Hide white space
- Splitting the window
- Arranging open windows
- Setting the zoom level

Styles, Organization, and Layout

- Using the built-in header styles
- Applying styles
- Creating and modifying styles
- Paragraph vs. character styles
- Changing margins
- Using the outline view
- Promoting and demoting outline elements
- Using the document map to navigate
- Creating and using bookmarks

Working with Long Documents

- Inserting a table of contents
- Adding to and removing entries from the table of contents
- Formatting page numbers
- Headers and footers
- Marking index entries manually and using AutoMark
- Creating an index
- Cross-references
- Master documents and subdocuments

Common Business Document Features

- Inserting footnotes and endnotes
- Formatting, editing, and deleting footnotes and endnotes
- Converting footnotes to endnotes
- Captioning figures and adding a table of figures
- Marking citations and adding a table of authorities

Web Features

- Limitations of Word's HTML features
- Saving documents as web pages
- Editing web pages in Word
- Creating hyperlinks
- Working with themes
- Publishing a web page