



# Microsoft Word Intermediate

*This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.*

Duration: 1 day

Audience: Proficient users of Microsoft Word

Prerequisites: Previous attendance of Microsoft Word Foundation or equivalent knowledge

## Course Topics:

- Recap and Review of Foundation Level Topics
- Custom Bulleted and Numbered Lists
- Outline Numbering
- Additional Table Features
- Using Styles
- Creating Section and Page Breaks
- More Header and Footer Features
- Using Word to Create a Mail Merge Document
- Creating Document Templates
- Creating Columns and Inserting Column Breaks
- Working with Graphics and Clipart
- Additional Features

## At Course Completion delegates will be able to:

- Create Customised Lists
- Create Styles
- Effectively use Breaks
- Mail Merge
- Create a Word Template
- Work effectively with Columns
- Use Clipart & Graphics

