Word Intermediate
Available in Office 365, 2019, 2016, 2013 & 2010

ITS SmartStyle Training

More on Paragraph Formatting

- Paragraph & Line Spacing Options
- Inserting Page & Line Breaks
- Applying Borders & Shading to Text Sections & Pages ★
- Setting Default Tab Stop Positions ★
- Using Leaders with Tabs ★
- Customising Bulleted & Numbered Lists
- Multi-Level Numbered & Bulleted Lists

Quick Parts & Text Editing Features

- Inserting Text using Auto Text ★
- Working with the Cover Pages ★
- Customising Headers & Footers
- Inserting Symbols & Special Characters
- Inserting Text Boxes ★
- Working with Pictures & Illustrations

Working with Multiple Documents ★

- Opening & Closing Multiple Documents
- Viewing & Switching between Multiple Documents
- Comparing Documents Side-By-Side

Presenting Text in Tables

- Creating & Manipulating Tables
- Inserting & Editing Text in a Table
- Inserting & Deleting Rows & Columns
- Column Widths & Row Heights
- Formatting Tables with Borders & Shading

Formatting Documents with Styles & Themes

- Applying Built-in Styles
- Modifying Styles ★
- Working with Themes ★
- Designing Documents with Style Sets ★

Sharing Documents

- Emailing Documents
- Printing Envelopes & Labels ★

★ Feature not supported in Word online

Course Duration: 1 Day

Price Per Delegate: £195
(Public Scheduled Course)

Price Per Course: £695
(On-Site at Customer Premises)

Suitable For:
Those who already have some experience of using Word who need to create documents that include tables and styles.

Learning Outcomes:
By the end of the course, delegates will be able to work with multiple documents, create and format tables, control the layout of documents and apply uniform formats throughout a document using styles and themes.

Prerequisite Skills:
Delegates attending this course should be able to design and create simple documents with page layouts, formats and lists. They should also be able to use simple editing tools such as cut, copy and paste.