

## Course Outline - **Microsoft Word Intermediate**

**Aims:** Looks deeper into the controlling and formatting of more complex documents in consistent and efficient ways

**Pre-requisites:** Attendees must have attended the Microsoft Word Introduction course, or have a good working knowledge of the product

**Duration:** One day

### **Mail Merge**

Concepts of Mail Merge  
Creating a standard document  
Building a Data File  
Merging a Document  
Filtering a Mail Merge  
Mail Merge via Email  
Creating Envelopes and Labels

### **Further Tables**

Calculations in Tables  
Tabs in Tables  
Sorting data in Tables

### **Using Document Sections**

Inserting and removing Sections  
Page Orientation in Sections  
Using Sections for Columns  
Headers and Footers in Sections

### **Document Views**

Working in Normal View  
Using the Page Layout View

### **Styles**

Concepts of Styles  
Using default Styles  
Creating custom Styles  
Modifying Styles  
Viewing the Style Area  
Combining styles with AutoText

### **An Introduction to Templates**

What is a Template?  
Creating a Template  
Saving a Template  
Modifying a Template

### **Working with WordArt**

Inserting WordArt  
Modifying WordArt  
Using AutoText to store WordArt

taking **IT** further  
**Microsoft Word Advanced**

