

Word 365 for Intermediate Users



A one day course for people moderately experienced with Microsoft Word

Prerequisites

This course assumes the students to have completed the preceding Levels, or have equivalent knowledge.

Chapter 1 - Styles

- Use Quick Styles
- Redefine Styles
- Create a Custom Style
- The Styles Window
- Add Custom Styles to the Normal Template

Chapter 2 - Quick Parts

- Create a Quick Part
- Save the Building Blocks Template
- Insert a Quick Part
- Create a Quick Part Image
- Delete a Quick Part

Chapter 3 - Bullets and Numbers

- Applying Bullets and Numbers
- Modifying Bullets and Numbers
- Increase the Paragraph Spacing
- Restart or Continue Numbering
- Sorting Lists
- Paste Don't Merge List
- Separate Bullets and Text
- Apply a Multilevel List
- Modifying a Multilevel List
- Multilevel Numbering using Styles

Chapter 4 - Tables

- Insert a Table
- Enter Data into the Table
- The Table Contextual Tabs
- Add More Rows
- Add More Columns
- Delete Rows and Columns
- Resize Columns and Rows
- Centre the Table on the Page
- Quick Tables
- Create a Table Style
- Apply a Table Style
- Sort Tables
- Repeat Headings
- Add a Caption

Chapter 5 - Section Breaks

- Odd Page Section Break
- View and Delete the Section Break
- Even Page Section Break
- Next Page Section Break
- Format a Section
- Change a Section Break
- Continuous Section Breaks

Chapter 6 - Headers and Footers

- Insert a Header
- The Filename and Path
- Add Page Numbers
- Format Page Numbers
- Different First Page Headers/Footers
- Different Odd and Even Headers/Footers
- Different Headers/Footers for Sections
- Link to Previous

Chapter 7 - Symbols and the ASCII/ANSI character set

- Inserting Symbols
- The ASCII/ANSI character set
- Ticks and Crosses using ANSI

Chapter 8 - Illustrations

- Resize the Image
- Change the Text Wrapping
- Crop the Image
- Remove the Background
- Adjust the Brightness and Contrast
- Picture Styles
- Artistic Effects
- Compress Pictures
- Add Captions
- Online Pictures
- Shapes
- SmartArt
- Charts
- Select the Data to be Charted
- Edit Chart Elements
- WordArt