

Soft-Train



*At Soft-Train
Technology Works*

Intermediate Microsoft Word (1 Day) ST85056

COURSE GOAL: Introduce new skills using Word for Windows to increase productivity in word processing.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Create and Use Templates
- Add Headers and Footers
- Create Tables
- Create Merged Documents
- Create Use Forms

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Merge Documents for Mass Mailings
<input type="checkbox"/>	<input type="checkbox"/>	Use Headers and Footers
<input type="checkbox"/>	<input type="checkbox"/>	Create Complex Tables
<input type="checkbox"/>	<input type="checkbox"/>	Use the AutoCorrect
<input type="checkbox"/>	<input type="checkbox"/>	Use and Create AutoText
<input type="checkbox"/>	<input type="checkbox"/>	Use Templates
<input type="checkbox"/>	<input type="checkbox"/>	Create a Form
<input type="checkbox"/>	<input type="checkbox"/>	Add Borders/Shading
<input type="checkbox"/>	<input type="checkbox"/>	Use the Word Art Toolbar

If you answered NO to three or more of these questions, and understand Basic Windows, you should attend this class.

KEY TOPICS:

I. Advanced Page Set Up

- A. Advanced Page Set Up
- B. Headers and Footers
- C. Footnotes and Endnotes

II. Working with Templates, Objects, and Fields

- A. Creating a Template
- B. Modifying a Template
- C. Using a Custom Template

III. Using AutoText and AutoCorrect

- A. Using Auto Correct
- B. Editing an AutoCorrect Entry
- C. Creating AutoText
- D. Inserting and Changing AutoText

IV. Working with Columns

- A. Creating Columns
- B. Varying Columns in a Document
- C. Using the Drop Cap

V. Simple and Complex Tables

- A. Creating a Simple Table
- B. Changing the Column Width
- C. Inserting and Deleting Columns and Rows
- D. Formatting a Simple Table with AutoFormat
- E. Formatting Cells in a Simple Table
- F. Using Formulas
- G. Creating a Complex Table

VI. Forms

- A.** Creating a Form
- B.** Protecting and Saving the Form
- C.** Filling in the Form

VII. Merge Documents

- A.** Creating a Data Source List
- B.** Creating the Main Document