



Intermediate Microsoft Word (1 Day)

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:

Students will be able to:

- Create and Use Templates
- Add Headers and Footers
- Create Tables
- Create Merged Documents
- Create and 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 Office Art Toolbar

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

KEY TOPICS:

I. Advanced Page Setup

- A. Advanced Page Setup
- 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 AutoCorrect
- 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