

Intermediate Word

COURSE DESCRIPTION

Building on the concepts and skills introduced in the Introduction to Word class, this hands-on course covers the following topics: (a) working with sections and columns; creating and formatting advanced tables; working with Excel data; working with styles; printing labels and envelopes; working with graphics and objects; using document templates; and managing document revisions.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Create and edit sections and columns
2. Create and format advanced Word tables
3. Import Excel data into Word documents
4. Create, modify, and delete styles
5. Print labels and envelopes
6. Insert, modify, and delete objects
7. Create and modify document templates
8. Manage document revisions

COURSE INSTRUCTOR

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Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Working with Sections and Columns

- Creating and formatting sections
- Working with multiple sections
- Working with multiple columns
- Working with text in columns

Using Advanced Table Features

- Creating tables using different tools and techniques
- Converting text to tables and tables to text
- Inserting and deleting table rows and columns
- Merging and splitting cells
- Changing row heights and column widths
- Formatting Tables
 - Using table AutoFormat
 - Applying table styles
 - Adjusting the position and alignment of tables
 - Formatting table text
- Adding table captions

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Working with Excel Data

- Importing Excel data and creating charts
- Performing calculations in tables
- Linking and embedding data

Working with Themes and Styles

- Applying, customizing, and saving document themes
- Selecting and modifying styles
- Using style sets
- Creating new styles from text
- Navigating in large documents
- Adding tables of content

Creating Labels, Letters, and Envelopes

- Creating and modifying labels and envelopes
- Creating mail merge documents
 - Selecting and creating recipient lists
 - Using Excel worksheets, Word tables, or Outlook lists as data sources
 - Sorting and filtering records in data sources
 - Inserting merge fields
 - Merging main documents and data sources

Working with Graphics and Objects

- Inserting images
- Moving, aligning, and resizing images
- Modifying images
- Inserting text boxes
- Modifying, moving, and resizing text boxes
- Inserting and modifying WordArt
- Customizing background
- Using drawing tools
- Adding and modifying watermarks
- Changing page colors
- Adding and changing page borders

Creating and Managing Document Templates

- Template basics
- Creating and modifying templates
- Saving templates

Managing Document Revisions

- Tracking changes in a document
- Working with comments
- Comparing document versions