

# Word Intermediate

### Duration

- ½ day

### Delegates

People responsible for producing a wide variety of professional looking documents

### Prerequisites

Completion of the Word Introduction course or familiarity with its contents and shortcuts

### Objectives

On completion of the course delegates should be able to:

- Create document headers and footers
- Insert automatic bulleted or numbered lists
- Use mail merge to send the same letter to multiple addresses
- Create tables to display numbers and structure text

### Impact

- Able to produce a wide range of professional looking documents
- Able to change the document formatting to comply with company standards

### Programme

- Finding and Replacing Text
- Document Layout
  - Section Breaks
  - Page Numbering
  - Headers and Footers
- Bulleted and Numbered Lists
- Mail Merge
  - Envelopes and Labels
  - Single Envelopes and Labels
  - Merging to Envelopes and Labels
- Tables
  - Creating a Table
  - Changing Column Widths and Row Heights
  - Borders and Shading
  - Joining and Splitting Cells and Tables
  - Inserting Rows and Columns
  - Deleting Rows and Columns
  - Moving and Copying Rows, Columns and Cells