

MICROSOFT WORD INTERMEDIATE

COURSE OUTLINE

01428 741 482
capitaltraining.com





6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This course is designed for individuals with a basic understanding of Microsoft Word who want to elevate their skills to an intermediate level. It's suitable for professionals, students, administrative staff, or anyone seeking to enhance their document creation and formatting abilities.

Pre-Requisites:

Participants should have a foundational knowledge of Microsoft Word, including familiarity with basic document creation, formatting text, Understanding the ribbon interface and basic terminology within Word is recommended

Course Objectives:

By the end of this one-day course, participants will have gained intermediate-level proficiency in Microsoft Word, enabling them to create sophisticated documents, apply advanced formatting techniques, collaborate effectively.

01428 741 482
capitaltraining.com





6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

- Working with Styles
- Applying a style
- Creating a new style
- Modifying a style
- Difference between paragraph and heading style.
- Header and footer options
- Adding numbering and dates
- Understanding section breaks
- Page numbering
- Break link with previous option
- Graphics and images
- Adding images
- Working with text wrap options
- Inserting and linking excel charts
- Formatting a graphic
- Advanced table Formatting
- Keep header row option

01428 741 482
capitaltraining.com



 **6 HOURS**

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

- **Formatting Techniques:**
- Advanced text formatting (styles, indents, line spacing).
- Working with headers, footers, and page numbering.
- **Advanced Page Layout:**
- Section breaks
- Page Margins
- Page Breaks
- Columns
- **Tables and Advanced Formatting:**
- Creating and formatting tables for various purposes.
- Customising table styles and designs.
- **Advanced Graphics and Objects:**
- Inserting and formatting SmartArt and shapes.

01428 741 482
capitaltraining.com

