TCS Training

Microsoft Word Intermediate

Working with Columns
- Create Columns within a document
- Adjust column widths and settings
- Insert Column breaks

Work with Section Breaks
- Insert standard Page Breaks
- Understand and use Continuous Section breaks
- Understand and use Next Page Section breaks
- Insert Column breaks

Working with larger documents
- Create and use Quick Parts for inserting commonly used text
- Create different Headers and Footers within a document
- Change Page Orientation within the same document
- Create and adjust document Styles ensuring consistency in documents
- Insert a Table of Contents
- Add a Cover Page

Enhancing documents
- Apply Borders to text, paragraphs and pages
- Insert and manipulate Images
- Work with Drop Caps
- Add Symbols
- Insert Equations
- Use Draw Table for more complex tables

Understanding Multi-Level Numbered Lists
- Apply Multi-level list numbering
- Adjust the numbered list style

Importing and Linking Data
- Import and Link information from Excel
- Insert Hyperlinks to other documents

Mail Merge
- Mail merge from Excel data to create a document
- Mail merge from Excel data to create emails
- Mail merge to create mailing labels

You will work with large documents creating a Table of Contents, working with Styles and changes in orientation and different Headers & Footers within. Create a newsletter style document with columns, apply multi-level list numbering and link information from Microsoft Excel. The course also covers Mail Merge to send letters or emails to multiple recipients. A comprehensive course offering a wide range of Microsoft Word features.