



Microsoft Word Intermediate

Working with multi-page documents

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

Work with a variety of Breaks

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

Columns in documents

- Create Columns within a document
- Adjust column widths and settings
- Adjust text within columns with breaks

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
- Mail merge to create emails

Boost your Microsoft Word skills with this focused, feature-rich course. Learn to confidently manage large documents using professional Tables of Contents, Styles, and customised layouts. Create eye-catching newsletters with columns, apply multi-level numbering, link live data from Excel and master Mail Merge for fast, personalised communications. A streamlined course designed to elevate your documents and help you work smarter in Word.

