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# WORD INTERMEDIATE COURSE OUTLINE

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This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level. By the end of this course, users should be comfortable with using tools such as styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also understand how to create complex documents using tables, charts, and various types of illustrations.

## **Working with Tables and Charts**

In the first lesson, students will learn about various ways to manage numerical data in Microsoft Word. We take a look at how to sort table data, control cell layout, perform calculations in a table, and how to display numerical data as a chart or equation.

## **Customizing Formats Using Styles and Themes**

Next, we cover how to create and modify text styles, create styles for lists and tables, and then we will apply and customize document themes.

## **Using Images in a Document**

Students will learn all about working with images in a document in this lesson. The lesson wraps up with information on integrating pictures and text and adding supplementary items to a document, such as screenshots, videos, and captions.

## **Creating Custom Graphic Elements**

Several other types of graphics are discussed in this lesson, including text boxes, shapes, WordArt, and SmartArt.

## **Inserting Content Using Quick Parts**

This lesson takes a closer look at Building Blocks, particularly Quick Parts and fields.

### **Controlling Text Flow**

The four main techniques for controlling text flow are discussed in this lesson: setting paragraph options, using section breaks, formatting text as columns, and linking text boxes.

### **Using Templates**

Topics including creating, managing, modifying, and using template files are explored in this lesson.

### **Using Mail Merge**

This lesson begins by discussing simple mail merges, moves on to creating envelopes and labels, and finishes by learning how to create a data source from scratch.

### **Using Macros**

The final lesson of this course looks at automating tasks using macros.

All days are 9.00am – 4.30pm. To see current fees, dates offered and/or book a course please go to [www.bct.unlocksuccess.com.au](http://www.bct.unlocksuccess.com.au)

Once you have booked you will receive email confirmation with venue, date and parking details within 48 hours.