



4D Group

## Word Intermediate

### Who would benefit?

Experienced Word users who want to take their working knowledge a stage further wish to use the more advanced facilities to create more complex documents. A good working knowledge of Word is advised for the participant to gain most from the course.

### Objective

To build on the participants' current skills and gain practical use of the more advanced features to use on return to the workplace.

### Content

- Discuss individual's needs
- Revision
- Create, modify and manage styles
- Multi-level numbering styles
- Work with document sections
- Work with outline facility
- Customise different headers and footers on different pages
- Control a document with both portrait and landscape pages
- Revision marking using track change facility
- Personalise letters with mail merge
- Labels and envelopes
- Use the version facility
- Sort text and paragraphs
- Link information from Word or Excel files, import to PowerPoint
- Work with graphics and control text around graphics
- Customise default options
- Create your own toolbar

### Duration

One day

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Word Introduction