

# Intermediate Microsoft Word

**Duration: 1 Day**

**Venue: Cardiff**

## Book Today Create Professional Documents

### Overview

On this course you will be taught some of the more specific functions in MS Word. You will begin with a summary of the more basic functions followed by more detailed ones such as how to work with tables, templates and images as well as learning how to use text wrapping, auto-formats and how to perform a mail merge. This course will give you the knowledge you need to create professional looking documents.

### Who should attend

This course is for those who may be familiar with Word but have never had any formal training. It will benefit those unsure about how to create professional documents with Word or perform tasks such as inserting and formatting images.

### What's Next

Advanced Microsoft Word  
ECDL Qualification

### Content

#### **Templates**

- Use Existing Templates
- Create a Template
- Modify and Apply Styles

#### **Tables**

- Insert a table, rows and columns
- Delete a Table, Cells, Rows and Columns
- Merge and Split Cells
- Format a Table
- Convert Text into a Table
- Open an Excel Table

#### **Graphics**

- Insert a Clip Art, WordArt and AutoShape
- Organization Chart

#### **Text Editing**

- Autocorrect, Autotext, Autoformat
- Creating Columns, Text Wrap
- Cut, Copy, Paste

#### **Managing Documents**

- Mail Merge
- Comments, Track Changes and Reviewing
- Page Setup and Printing Options

**Book Now**

**02920 440010**

**[training@ecomlearning.co.uk](mailto:training@ecomlearning.co.uk)**