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# Microsoft Word Intermediate

**Duration: 1 Day**

## Overview:

Microsoft Word is the world's number one word processing application. Word documents are so ubiquitous that they are almost an IT standard in themselves. But Microsoft Word is a whole lot more than a simple word processor. It is a communication tool that allows you to share information in attractive and presentable formats. You can create comments and revisions in the proofing stage of document creation and control your documents' distribution and access rights. Word also contains many tools for creating attractive documents that integrate not only text data but also elements from other Microsoft Office applications.

Aspect Training's Microsoft Word Intermediate training course is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features. You will be able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets. You will also learn how to add recurrent data to documents in a series such as page numbers and headers. Finally you will be shown how to prepare labels and envelopes, add your company logo to a letter and set up a template for future mail.

## Prerequisites:

Attendance of Aspect Training's Microsoft Word Introduction Course or equivalent.

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### **Course Topics:**

#### **Working with Sections and Columns**

Creating and formatting sections  
Working with multiple columns  
Working with text in columns

#### **Formatting Tables**

Table formatting  
Borders and shading  
Table Styles

#### **Working with Excel Data**

Working with Excel data in Word  
Performing calculations in tables

#### **Working with Styles and Building Blocks**

Applying styles  
Modifying and deleting styles  
Using styles to create outlines  
Using Building Blocks

#### **Working with Headers and Footers**

Creating section headers and footers  
Page numbering

#### **Working with Graphics**

Inserting pictures  
Using SmartArt  
Inserting WordArt and symbols  
Applying watermarks  
Using shapes

#### **Document Templates**

Using templates  
Creating templates