

Microsoft Word – Level 2 (Advanced) – 1 day

If you already have mastered the basic skills of Microsoft Word, you are ready to move up one step. In this course you will explore deeper into the world of Word. Students learn working with text in a different way, use and change images and work with references within Word.

Prerequisites for this course are knowledge of Word to the extent of the Level 1 course.

Content

Working with tables

- Inserting and modify Tables
- Sorting Tables
- Numbering Tables
- Calculations in a Table
- Formatting Tables

Styles and themes

- Creating and modifying a Character style
- Creating and modifying a Paragraph style
- Creating and modifying a Table style
- Applying Themes
- Modifying Themes

Graphical elements

- Text Boxes
- Shapes
- WordArt
- Complex illustrations with SmartArt
- Charts
- Screenshots
- Modify the size of a picture
- Text around a picture
- Compress Pictures

Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Word Fields

Sections and columns

- What are sections
- Insert Section Breaks
- Set column settings
- Linking Textboxes

References

- Hyperlinks
- Bookmarks
- Caption to tables or pictures (figures)
- Cross references
- Footnotes and Endnotes
- Table of Contents
- List of tables or figures
- Index

Mailings

- Create a standard letter
- Merge with records from Excel
- Filter records of the data file
- Using Word fields

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