

# Word Intermediate (1 Day)

## Overview

Ready to take your Microsoft Word skills to the next level? In this class, you will learn to use advanced formatting, drawing tools, tables, column layouts, custom fields and more!

**Target Audience:** Students who have basic Microsoft Words skills and are ready to create more professional document using sophisticated design features.

Our instructor-led online classes are conducted the most current version of the software. If you're on an earlier version our instructor will point out the minor differences between versions where they exist.

## Goals

- Learn to use Word's advanced editing tools.
- Learn to work with images, including placing and sizing images, wrapping text around images, and using borders and effects.
- Learn to adjust page orientation and layout.
- Learn to work with columns.
- Learn to work with page and section breaks.
- Learn about document views, using the navigation pane, and viewing multiple windows.

## Outline

### Advanced Formatting

- Shading and Borders

- Setting Line and Paragraph Spacing

- Changing Styles

  - Benefits of Styles

  - Setting a New Style Set as Default

  - Resolving Multi-Document Style Conflicts

  - Customizing Settings for Existing Styles

  - Creating Character-Specific Styles

  - Assigning Keyboard Shortcuts to Styles

  - Copy Styles from Template to Template Using the Styles Organizer

- Paragraph Marks and Other Formatting Symbols

- Editing PDF Documents in Microsoft Word

## **Working with Tables**

- Inserting a Table
  - Converting Tables to Text
  - Adding a Table Title
  - Modifying Table Fonts
  - Sorting Table Data
  - Setting Cell Margins
  - Modifying Table Dimensions
  - Merging Cells
  - Applying Formulas to a Table
  - Ink Equations
- Table Styles
- Formatting a Table

## **Working with Images**

- Inserting Images
  - Adding Quick Styles to Images
- Placing and Sizing Images
- Wrapping Text around an Image
- Adjusting Images
- Borders and Effects

## **Page Layout**

- Orientation and Paper Size
- Using Live Layout and Alignment Guides
  - Live Layout
  - Alignment Guides
- Formatting Text in Columns
- Advanced Formatting
  - Set Character Space Options
  - Set Advanced Character Attributes
  - Add Linked Text Boxes
- Working with Fields
  - Add Custom Fields
  - Modify Field Properties
  - Create Custom Field Formats
  - Add Field Controls
  - Link to External Data
- Page and Section Breaks
  - Preventing Orphans
  - Adding Page and Section Breaks

## **Working with Illustrations**

- Adding and Editing Charts
- Working with Clip Art
- Using Shapes
  - Positioning Shapes
- Shape Formatting
  - Adding and Modifying Text in Shapes
  - Wrapping Text Around Shapes
- Working with Icons
  - Using 3D Models
- Working with SmartArt
  - Inserting SmartArt
  - Modifying SmartArt
  - Positioning SmartArt
- Creating Captions
  - Modify Caption Properties
  - Using Cross-References
- Using Building Blocks
  - Inserting Text Boxes
  - Moving Building Blocks between Documents
  - Editing Building Block Properties

## **Viewing Your Documents**

- Document Views
  - Viewing Document Pages Side to Side
  - The Resume Reading Feature
  - Using the Navigation Pane
- Use Show/Hide
  - Multiple Windows



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