



Reboot Computer Training

Word Intermediate Course Outline

Customising Microsoft Word

- Saving documents using different formats
- Compatibility Mode
- Collapse the Ribbon
- Modifying Word options

Microsoft Word Templates

- Accessing Templates from the Templates Gallery
- Modifying the Normal Template
- Creating a Template from an existing document
- Modifying a Template

Text Editing

- Deleting Blocks of Text
- Moving Text
- Copying Text
- Copying Multiple Items

Beyond Basic Text Formatting

- Applying Subscript and Superscript text formatting
- Inserting special characters and symbols
- Wrapping Text around a Graphic
- Text Wrapping Options
- Text orientation formatting options
- Using WordArt

Adding Bullets to a List

- Creating a bulleted or numbered list
- Creating a multilevel list from a List Style Gallery
- Customising the bullets and numbering formatting
- Assigning Picture Bullets
- Restarting the Numbering List

Using Automatic Text Features

- Using AutoCorrect
- AutoCorrect Using the Spell Checker
- AutoFormat as you type
- Using Building Blocks



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Paragraph Editing

- Paragraph shading options
- Paragraph border options
- Adjusting Line Spacing
- Addressing widow and orphan paragraphs
- Formatting Text into Columns
- Applying and deleting column breaks
- Inserting Section Breaks

Styles Formatting

- Using Styles
- Applying styles
- Expand/Collapse Document using Styles
- Modifying styles
- Creating styles

Inserting and Manipulating Tables

- Creating a table
- Sorting data within a table
- Formulas and tables
- Inserting and Deleting rows/columns
- Merging and splitting cells within a table

Graphics

- Inserting Shapes
- Reordering graphics
- Placing a graphic in front or behind text
- Modifying image colours and borders
- Grouping or ungrouping shapes
- Inserting a watermark

Envelopes and Labels

- Creating Envelopes
- Creating Labels

Opening and Editing PDF files in Word