

## Microsoft Word 2016 Intermediate

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### Course Description

Microsoft Word 2016 Intermediate is part of a 3-level study program. This course aims to enhance existing skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

### Learning Outcomes

At the completion of Microsoft Word 2016 Intermediate you should be able to:

- work with document techniques
- use a range of formatting techniques
- work with Word options and document properties
- create and apply styles
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert and work with headers and footers in a document
- perform various merging tasks
- insert and work with text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures

### Prerequisites

Microsoft Word 2016 Intermediate assumes a basic understanding of the software. It would also be beneficial to have a general understanding of personal computers and the *Windows* operating system.

### Course Duration

The Microsoft Word 2016 Intermediate course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

### Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

### Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

## Course Contents

### Multiple Documents

- Open multiple documents
- Switch between open documents
- View Side by Side
- Synchronised scrolling

### Columns

- Understanding Columns
- Create Columns of text
- Insert Column Breaks

### Formatting Techniques

- Apply First Line Indents
- Apply Hanging Indents
- Apply Right Indents
- Controlling Widow and Orphans
- Apply Hyphenation to Text
- Insert a Drop Cap
- Revealing Formatting

### Setting Word Options

- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting Save Options
- Viewing Document Properties
- Updating Document Properties

### Styles

- Apply Paragraph and Character Styles
- Creating a Quick Style
- Create a Paragraph or Character Style
- Apply Custom Styles
- Rename and Delete Styles
- Import and Export Styles

### Themes

- Apply a Theme
- Modify Theme Colours and Fonts
- Create a Custom Theme
- Reset a Theme

### Templates

- Use a Sample Template
- Create a Template
- Attach a Template to a Document
- Tips for Developing Templates

### Section Breaks

- Understanding Section Breaks
- Insert different types of Section Breaks

### Headers and Footers

- Inserting Headers and Footers
- Inserting a blank Header or Footer
- Switching between Header and Footers
- Inserting custom Headers and Footers

### Merging Techniques

- Create a Recipient List
- Add, edit and delete Records
- Insert fields
- Typing the Letter
- Previewing the Merge
- Completing the Merge
- Excluding Recipients
- Sorting Recipients

### Shapes

- Draw, select and resize Shapes
- Move, align and rotate Shapes
- Group and arrange Shapes
- Apply formats to Shapes
- Apply Shadow or Reflection Effects
- Apply 3D rotation to Shapes

### Text Boxes

- Insert a preformatted Text Box
- Position, resize or delete a Text Box
- Draw a Text Box
- Link Text Boxes
- Apply effects to Text Boxes

### Table Features

- Create a table from Text
- Insert or update formulas in a Table
- Sort, merge or split a table
- Align tables
- Repeating Heading Rows

### Enhancing Pictures

- Understanding Picture Enhancements
- Correcting Pictures
- Apply Effects to Pictures
- The Format Picture pane