

# Word

## Intermediate

### Course Outline

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#### Customisation

- Customising Microsoft Word
- Setting the User Name
- Setting the Default Folder

#### Proofing and Printing

- Spell Checking a Document
- Adding Words to the Dictionary
- Removing a Word from the Dictionary
- Printing Options
- Selecting a Printer
- Choosing What to Print
- Setting the Number of Copies to Print
- Setting the Pages per Sheet
- Printing only Odd or Even Pages
- Previewing and Printing a Document

#### Compatibility Mode

- What is Compatibility Mode?
- Using the Convert Button

#### Paragraph Formatting.

- Line Spacing Formatting Options.
- Using the Widow/Orphan Control.
- Using 'Keep Lines Together'.
- Using the 'Keep With Next' Option.
- Using 'Page Break Before'.
- Multilevel List Formatting.

#### Pictures

- Compatibility Mode & Picture Editing.
- Screen Shots
- Clipping Screen Shots.
- Picture Tools.
- Removing a Background.
- Picture Corrections
- Picture Colour
- Picture Artistic Effects
- Compressing Pictures
- Resetting Pictures
- Picture Styles
- Picture Borders
- Cropping a Picture

#### Sections

- Inserting 'Next Page' Section Breaks.
- Inserting 'Odd Page' Section Breaks.
- Changing the Section Break Type.
- Deleting Section Breaks.
- Page Orientation and Sections.
- Page Vertical Alignment and Sections.
- Margins and Sections.

#### Headers & Footers

- Applying Different Headers and Footers to Sections.
- Applying Different Headers and Footers to the First Page.
- Applying Different Headers and Footers to Odd and Even Pages.

#### Watermarks

- Adding a Pre-Defined Watermark.
- Adding a Custom Text Watermark.
- Removing a Watermark.
- Modifying a Text Watermark.
- Adding a Picture Watermark.

#### Tables

- Table Styles.
- Merging Cells within a Table.
- Splitting Cells within a Table.
- Modifying Cell Alignment.
- Modifying Cell Margins.
- Modifying Text Direction within Cells.
- Repeating the Table Heading Rows
- Controlling Row Breaking Across Pages.
- Performing a Single Column Sort.
- Multilevel Sorting.
- Converting Delimited Text to a Table.
- Converting a Table to Text.

#### Styles

- What are Styles?
- Applying Styles.
- Types of Styles.
- Creating a Paragraph Style.
- Creating a Character Style.
- Modifying a Style.
- Enabling Automatic Style Updating.
- Deleting a Style.

#### Text Wrapping

- Applying Text Wrapping
- Text Wrapping and Tables.

#### Columns

- Applying Column Formatting to an Entire Document.
- Applying Column Formatting to 'Selected Text'.
- Changing the Number of Columns within a Column Layout.
- Changing Column Widths and Spacing.
- Using Pre-Set Column Formatting.
- Lines between Columns.
- Inserting Column Breaks.
- Deleting Column Breaks.

## AutoCorrect

- Creating, Modifying and Deleting an AutoCorrect Entry.

## Building Blocks (Formerly Called AutoText)

- Creating and Inserting Building Block Items.
- Modifying a Building Block Item.
- Deleting a Building Block (AutoText) Item.

## Advanced Find and Replace

- Advanced Find and Replace Options
- 'Paste Special' Options using Formatted and Unformatted Text.

## Captions

- Manually adding a Caption to an Object.

- Adding and Removing Caption Labels.
- Changing the Caption Number Formatting.

## Footnotes and Endnotes

- Inserting Footnotes.
- Editing and Formatting Footnotes.
- Inserting Endnotes.
- Editing and Formatting Endnotes.
- Converting Footnotes to Endnotes.
- Converting Endnotes to Footnotes.

## Bookmarks and Cross-References

- Adding a Bookmark.
- Creating Cross-References
- Deleting Cross-References.
- Deleting a Bookmark.

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