

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Intermediate Microsoft Word</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Introduction to Word
<b>Course Description:</b>	Topics include Format Painter, AutoText, AutoCorrect, tables, borders, shading, document templates, hyperlinks, section breaks, advanced headers and footers, creating and formatting columns, and inserting and formatting graphics.
<b>Performance Objectives:</b>  <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Formatting Shortcuts<ol style="list-style-type: none"><li>1.1. Using the Format Painter</li><li>1.2. Using AutoFormat</li><li>1.3. Customizing Toolbars</li><li>1.4. Using Borders and Shading</li></ol></li><li>2. Working with Tables<ol style="list-style-type: none"><li>2.1. Creating Standard Tables and Nested Tables</li><li>2.2. Formatting Tables</li><li>2.3. Inserting/Deleting Columns and Rows</li><li>2.4. Setting Table, Column, Row and Cell Properties</li><li>2.5. Merging and Splitting Table Cells</li><li>2.6. Using Table Headings</li><li>2.7. Sorting Tables</li><li>2.8. Converting Text to a Table</li></ol></li><li>3. Intermediate Writing Tools<ol style="list-style-type: none"><li>3.1. Using AutoText</li><li>3.2. Creating Custom AutoText Entries</li><li>3.3. Maintaining an AutoText List</li><li>3.4. Using AutoCorrect</li><li>3.5. Creating AutoCorrect Entries</li></ol></li><li>4. Working with Document Templates<ol style="list-style-type: none"><li>4.1. Using Standard Document Templates</li><li>4.2. Editing Templates</li><li>4.3. Creating Custom Templates</li></ol></li><li>5. Using Hyperlinks<ol style="list-style-type: none"><li>5.1. Creating and Editing Hyperlinks</li><li>5.2. Using the Web Toolbar</li><li>5.3. Saving Documents as Web Pages</li></ol></li><li>6. Using Section Breaks<ol style="list-style-type: none"><li>6.1. Creating Next Page Section Breaks</li><li>6.2. Inserting Continuous Section Breaks</li></ol></li><li>7. Advanced Headers and Footers<ol style="list-style-type: none"><li>7.1. Creating Different First Page Headers/Footers</li><li>7.2. Using Different Headers and Footers for Each Section</li><li>7.3. Formatting Page Numbers and Starting Pages</li></ol></li><li>8. Using Columns<ol style="list-style-type: none"><li>8.1. Creating Newspaper Columns</li><li>8.2. Formatting Columns</li><li>8.3. Breaking Columns</li></ol></li><li>9. Working with Graphics<ol style="list-style-type: none"><li>9.1. Inserting, Sizing and Moving Graphics</li><li>9.2. Using the Picture and Drawing Toolbars</li><li>9.3. Formatting Drawing Objects</li></ol></li></ol>