

## Microsoft Word Intermediate

### Prerequisite

*Word Introduction* or a basic working knowledge of Word

### Course Description

This course builds on the topics covered in *Word Introduction*. Students will learn how to create and modify tables. They will explore the different table options for formatting; perform calculations; and merge and split cells. They will create, modify, and print AutoText entries. They will learn how to apply the more advanced character, paragraph, and page formats. Students will also learn how to modify the default font and customize the toolbars.

### Objectives

#### **Tables**

- Create a Table
- Modify a Table
- Change the Column Width
- Format a Table
- Perform Calculations in a Table

#### **AutoText Entries**

- Create AutoText Entries
- Modify AutoText Entries
- Print AutoText Entries
- Delete AutoText Entries
- Use AutoCorrect

#### **Character Formats**

- Use Superscript and Subscript
- Use Condense and Expand
- Apply Color to Text

#### **Paragraph Formats**

- Set Indentations
- Change Spacing Before and After a Paragraph
- Modify Bullets and Numbers
- Apply Borders and Shading

#### **Page Formats**

- Set Margins
- Create Headers and Footers
- Insert Page Breaks

#### **Customize Word**

- Customize the Toolbars
- Change the Default Font

### Class Length

3.5 hours  
Instructor-led, hands-on course