



MICROSOFT WORD 2016 INTERMEDIATE

COURSE OUTLINE

Multiple Documents

- Opening Multiple Documents

Switching Between Open Documents

- Arranging All
- Viewing Side by Side
- Synchronised Scrolling
- Resetting the Window Position

Columns

- Understanding Columns
- Creating Columns of Text
- Specifying Column Widths and Spacing
- Inserting Column Breaks

Formatting Techniques

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting a Page Break
- Applying Hyphenation to Text
- Hiding Text
- Inserting a Drop Cap
- Understanding Returns
- Inserting Hard and Soft Returns
- Removing Returns
- Revealing Formatting

COURSE DETAILS

1-Day Instructor-led classroom based training

COURSE PRE-REQUISITES

This course 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 environment.

COURSE OVERVIEW

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.



Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options

Document Properties

- Understanding Document Properties
- Viewing Document Properties
- Specifying Document Properties
- Viewing Advanced Properties
- Inserting Properties Into a Document
- Updating Document Properties
- Deleting Document Property Data

Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating a Quick Style
- Creating a Paragraph Style
- Creating a Character Style
- Applying Custom Styles

Style Techniques

- Understanding the Modify Style
- Dialog Box
- Selecting and Updating Styles
- Renaming and Deleting Styles
- Importing and Exporting Styles

Themes

- Understanding Themes
- Applying a Theme
- Modifying Theme Colours
- Modifying Theme Fonts

- Creating a Custom Theme
- Applying a Theme to a Template
- Resetting a Theme

Templates

- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating a Template
- Modifying a Template
- Using a Custom Template
- Attaching a Template to a Document
- Copying Styles Between Templates
- Creating a Template From a Template
- Tips for Developing Templates

Section Breaks

- Understanding Section Breaks
- Inserting a Next Page Section Break
- Inserting a Continuous Section Break
- Inserting an Even Page Section Break
- Inserting an Odd Page Section Break

Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Inserting a Blank Header
- Inserting a Blank Footer
- Switching Between Headers and Footers
- Editing Headers and Footers
- Inserting Page Numbering
- Inserting Date Information

Header and Footer Techniques

- Headers and Footers in Long Documents
- Adjusting Header and Footer Positions
- Inserting First Page Headers and Footers
- Inserting Different Odd and Even Pages
- Creating Section Headers and Footers



- Unlinking Section Headers and Footers

Mail Merge Recipient Lists

- Understanding Recipient Lists
- Creating a Recipient List
- Customising the Columns
- Adding Records
- Deleting Records
- Saving a Recipient List
- Opening a Recipient List
- Editing a Recipient List

Merging From Scratch

- Understanding Merging From Scratch
- Selecting the Document Type
- Selecting the Recipients
- Inserting the Date
- Inserting an Address Block
- Inserting the Greeting Line
- Typing the Letter
- Inserting Individual Merge Fields
- Previewing the Merge
- Completing the Merge

Merging to Labels

- Setting Up Mailing Labels
- Completing Mailing Labels

Mail Merge Techniques

- Running a Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying an if Then Else Rule
- Applying a Fill in Rule
- Challenge Exercise
- Challenge Exercise Data

Shapes

- Understanding Shapes
- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying a Fill to the Drawing Canvas
- Applying Text Wrapping to a Canvas

Enhancing Shapes

- Applying Shape Styles
- Filling Shapes
- Applying a Solid Fill to Shapes
- Applying a Gradient Fill to a Shape
- Applying a Picture Fill to a Shape
- Changing Shape Outlines
- Applying an Outline to Shapes
- Changing Shapes
- Inserting and Formatting Text
- Applying Shadow Effects
- Applying Reflection Effects
- Applying Glow Effects
- Softening and Beveling Edges
- Applying 3D Rotation Effects

Text Boxes

- Understanding Text Boxes
- Inserting a Preformatted Text Box
- Typing Text Into a Text Box
- Positioning a Text Box
- Resizing a Text Box
- Deleting a Text Box
- Drawing a Text Box
- Formatting a Text Box



Text Box Techniques

- Linking Text Boxes
- Modifying Text Box Margins
- Changing Text Direction
- Applying Effects to Text Boxes

Table Features

- Creating a Table From Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas Into a Table
- Updating Formulas in a Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables
- Changing the Direction of Text
- Repeating Heading Rows
- Converting a Table to Text

Enhancing Pictures

- Understanding Picture
- Enhancements
- Removing a Picture Background
- Correcting Pictures
- Colouring Pictures
- Applying Artistic Effects
- Applying Shadows and Reflections
- Applying a Glow Effect
- Softening and Beveling Edges
- Applying Picture Styles to Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing the Picture Layout

COURSE COMPLETION

At the completion of this course you should be able to:

- work with multiple documents
- create and format columns
- use formatting techniques to position text and paragraphs
- modify Word options
- work with document properties
- create and apply styles
- manage styles in a document or template
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- create and work with headers and footers in long and complex documents
- create and edit recipient lists
- perform a mail merge from scratch
- produce address labels from a mailing list
- customise mail merges
- draw and format shapes
- work extensively with shapes
- insert and work with text boxes
- manage and manipulate text boxes
- use table features to improve the layout and format of tables
- enhance and correct pictures



OVERVIEW

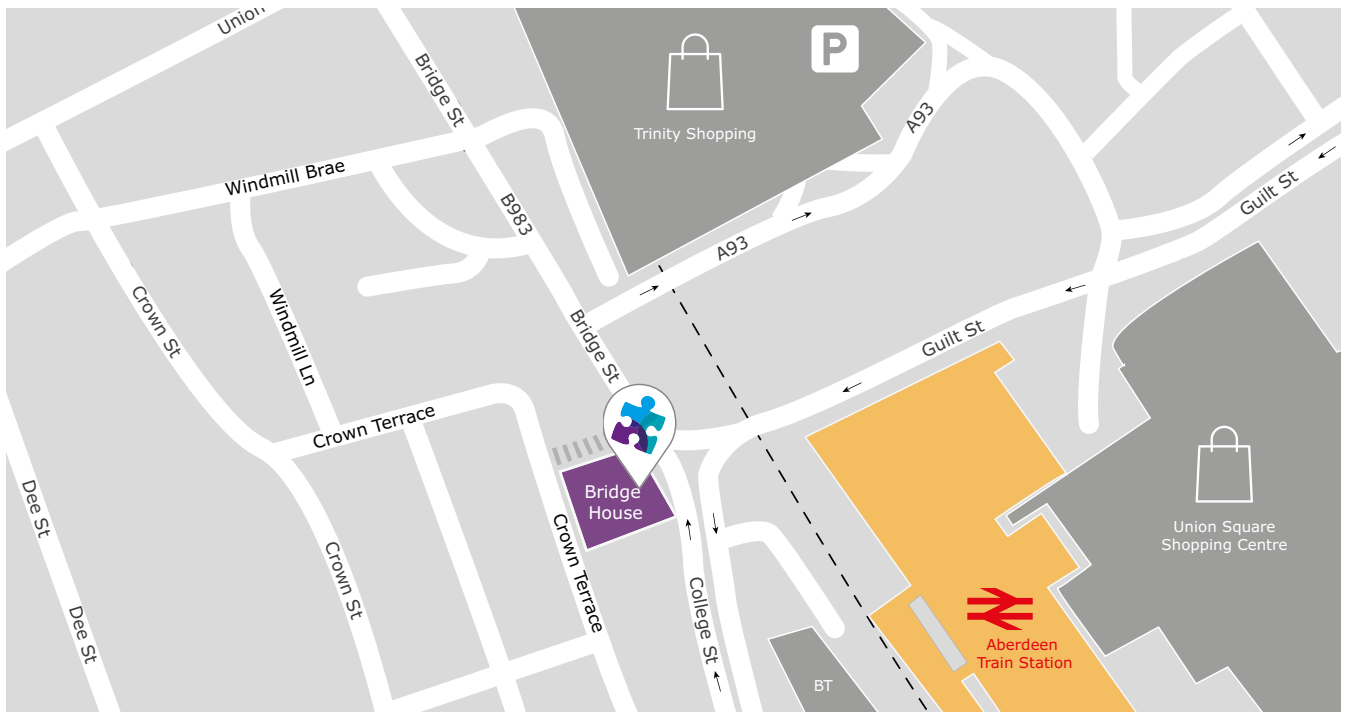
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HOW TO FIND US?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.

OFFICE OPENING HOURS

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	CLOSED

WHERE TO PARK?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.