



MICROSOFT WORD

Word 2016 Intermediate (WRD002)

Traditional Learning Pathway



COURSE CONTENTS

REVIEWING THE BASICS

- The Ribbon & QAT
- Keyboard shortcuts
- Document design
- Viewing and zooming
- Navigation & selection technique
- Editing technique (cut, copy & paste)

THE NAVIGATION PANE

- Bookmarks/Document Map
- Thumbnails
- Find
- Find & Replace

BASIC FORMATTING

- Font formatting
- Paragraph formatting
- Document formatting
- Clear all formatting
- The Show/Hide tool
- The Spacing tool
- Bullets and numbering
- Indenting
- Text effects
- Page borders

WORKING WITH STYLES

- The advantages of styles
- Formatting using styles
- Applying styles
- The Design ribbon tools
- Style Sets & Themes

STRUCTURED DOCUMENTS

- Creating structured documents
- Working with the navigation pane
- Reorganising a document
- Outline numbering
- Creating a TOC
- Updating a TOC

HEADERS AND FOOTERS

- Adding a page number
- Adding a header & footer
- Introducing Fields
- Using document properties in headers & footers

TABLES

- Use of tables
- Inserting & deleting a table
- The Table Tools ribbon
- Show/Hide gridlines
- Selection in a table
- Resizing tables
- Positioning tables
- Table styles

ENHANCING DOCUMENTS

- Building Blocks & Quick Parts
- Cover pages
- Symbol sets

DRAWING OBJECTS

- The selection pane
- Add shapes
- Layers
- Arranging tools

WORKING WITH IMAGES

- Image file types
- Using images, pictures, screen captures
- Adding a corporate logo
- Working with photographs
- Picture compression

CREATING PUBLICATIONS

- Creating a newsletter
- Using multiple columns
- Creating a trifold brochure
- Using text boxes
- Creating a poster

PREPARING TO PRINT

- Spell checking
- The Page Layout ribbon
- Print preview

DOCUMENT DISTRIBUTION

- Sending a link
- Sending a copy
- Sending a PDF

MICROSOFT WORD 2016 INTERMEDIATE

COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

AIM

This course has been designed to allow participants to gain:

- an understanding of some more complex Word tasks
- confidence with using graphics and objects in Word
- skills to use the software more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is an intermediate level course and assumes some knowledge of Microsoft Word. It is suitable for participants who:

- want to enhance their Word skills
- want to learn more complex tasks like Styles, Tables and Outline Numbering
- want to learn the best way to insert images and objects into their Word documents
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- improve the look and functionality of a document by using Styles
- create professional and consistent tables
- create a number of publications in Word
- work efficiently with graphics including photos and illustrations

ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

Big business. Regional business. Remote business. Not for Profit Business. We're the partner you can count on. Let us solve your problem. It's what we do!



intelligent tech | intelligent solutions | intelligent staff

www.intelliteq.com.au | info@intelliteq.com.au | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870