

Word Intermediate Course Outline

1 day course

Working with Tables

Using Tables

- Drawing a Table
- Inserting a Table
- Working with Text

Manipulating Items

- Selecting Items in the Table
- Adjusting the Width or Height
- Inserting & Deleting Rows/Columns
- Merging and Splitting Cells

Formatting the Table

- Using AutoFormat
- Modifying the Borders and Shading

Converting Text to a Table

Working with Objects

Inserting Pictures

- Inserting Clip Art Images
- Inserting Pictures from a File

Manipulating Pictures

- Sizing a Picture
- Changing the Properties for a Picture
- Moving a Picture

Working with Chart Objects

- Using a Datasheet
- Customizing Charts
- Changing the Chart Type
- Modifying Chart Objects

Creating Drawing Objects

- Drawing Lines or Rectangles
- Drawing Arrows
- Adding AutoShapes
- Inserting Text Boxes

Customizing Objects

- Enhancing Objects
- Arranging Objects

Drawing Diagrams

Working with Others

Preparing for the Web

- Saving Documents as Web Pages
- Using Hyperlinks
- Viewing Web Documents

Sending a **Word** Document via E-Mail

- Sending a Document in the E-Mail
- Sending a **Word** Document as an Attachment

Reviewing Documents

- Comparing and Merging Documents
- Inserting Comments
- Tracking Revisions
- Sending a Document to Others for Review

Enhancing the Document

Working with Document Backgrounds

- Adding Backgrounds with Special Effects
- Changing a Background

Removing a Background

Adding Watermarks

Using Themes

Applying Themes

Working with Graphics

Inserting Clip Art

Inserting Pictures from a File

Manipulating Picture Objects

Moving and Sizing Graphics

Wrapping Text Around Pictures

Rotating and Cropping Graphics

Controlling Brightness and Contrast

Using the Transparency Tool

Adding Other Graphical Elements

Using **WordArt**

Mailings and Merging

Merging and Mailings

What is Mail Merge?

Understanding the Main Document

Understanding Data Sources

What is the Mail Merge Task Pane?

Using an Existing Data Source File

Using an Existing Form Letter

Merging to Envelopes or Labels

Merging to Envelopes

Merging to Labels

Customizing Tools

Customizing **Word**

Setting File Locations

Customizing your Proofing Tools

Customizing the Toolbars

Selecting a Toolbar Layout

Displaying Additional Buttons

Changing an Existing Toolbar Layout

Creating a New Toolbar

Customizing Menus

Customizing Existing Menus

Creating a New Menu

Customizing Shortcut Keys