

Word: Intermediate

Intermediate – Level 2	
Using Word's table feature including:	More on formatting text including:
Creating & inserting tables Moving from cell to cell Inserting/deleting rows and columns Sizing rows and columns Adding lines and shading Formatting text and numbers, including rotation Merging and splitting cells Creating forms, and adding calculations	Creating, breaking and balancing columns Inserting page numbers, dates and times Indenting and multi-level numbering revisited Headers and footers explained Understanding section breaks Using and modifying styles Tracking changes to a document Creating Quick Part entries
Using Graphics including:	Using Word's merge feature including:
Boxes, lines and shading Office Art and Clip Gallery Inserting and sizing pictures and logos Using the drawing features including SmartArt Watermarks & backgrounds	Planning for a mass mailing Preparing the data file and main document Printing the documents Creating labels/envelopes Sorting your names