



Microsoft Word Training – Level 2 Course Contents - Duration: 1 Day

What we will learn:

Tables

- Creating and Drawing Tables
- Row Height and Column Width
- Inserting/Deleting Rows and Columns
- AUTOSUM Facility
- Borders and Shading
- Merging and Splitting Cells
- Table AutoFormat
- Repeat Table Headings
- Inserting Tabs Within Tables
- Convert Text to a Table

Automatic Numbering

- Automatic Numbering
- Outline Numbering
- Modifying Outline Numbering
- Promoting and Demoting Levels

Paragraph Formatting

- Paragraph Spacing
- Indenting Paragraphs
- Borders and Shading
- Control the Text Flow
- Newspaper Columns

Working with Multiple Paged Documents

- Page Numbering
- Headers and Footers
- Page Breaks
- Different First Page Options
- Page Margins
- Page Orientation

AutoText

- Saving AutoText Entries
- Inserting AutoText Entries
- Modifying AutoText

Mail Merge

- Creating a Mail Merge
- Viewing Merged Data
- Query and Sort Options
- Creating Labels

Graphics

- Pictures
- WordArt
- WaterMarks
- Moving / Sizing / Formatting Graphics