PHOENIX
SOLUTIONS **4 ALL**

Customised IT and Soft Skills training to suit your needs

Microsoft Word 2016 Intermediate Training

Word 2016 Intermediate Course Objectives

After the course, you will be able to:

- Create Tables
- Create Newspaper Columns
- Create AutoText and AutoCorrect Entries
- Apply Section Breaks
- Odd/Even and Different Headers & Footers
- Advanced Proofing Tools

Audience

This Microsoft Word intermediate course will build on the basic course. The course is perfect for existing Word users who need to produce documents that are more complex with graphics or charts.

Course Prerequisite

You must have good basic Word skills to get the most from this course

Course Duration

This is a 1 day Word Intermediate Training Course. The course starts at 09:30 and runs until 16:30

Word 2016 Intermediate Course Locations / Schedule

This course can be run at our Word training centre or any preferred location in the UK. The course can be held on a date that suits you.   We do not run public scheduled courses.

Create & Apply Styles

- The Inbuilt style group (home ribbon)
- Style sets
- The Style Pane
- Define Styles
- Link styles
- Delete styles

- Inbuilt Heading Styles and the Navigation Pane
- Create and modify styles
- Replacing a style
- Numbering Using Styles
- List Styles
- Table Styles
- Style options
- Style Inspector
- Using the Organizer to transfer styles
- Shortcut key to a style

Using Outline View

- Styles in Outline
- Connecting outline levels to styles
- Showing and hiding outline levels
- Promoting and demoting levels
- Printing your outline

Master Documents

- Use outlining to create master and subdocuments
- Insert documents into master document
- Updating linked documents

Advanced Page Layout Tools

- Introducing sections and section Breaks
- Setting the Page layout for a section
- Change orientation within a section
- Different Headers and Footers for different sections
- Odd / Even Header and Footers
- Different first page
- Newspaper columns using continuous section breaks
- Manually editing a header and footer
- Section control with headers and footers

Tables in Microsoft Word

- Methods for inserting tables
- Changing the column widths and row heights

- Inserting new columns and rows

- Deleting existing columns and rows

- Distributing columns and rows evenly

- Splitting and Merging cells

- Applying a Pre-set table format (Theme Style)

- Customising and creating table styles

- Repeating header rows

- Splitting a tables

- Converting a text into a table

- Converting a table into text

- Sorting a table

- Using formulae in a Table

- The Table Design Ribbon

- Nesting Tables

- Drawing tables, resizing and deleting

- Using tabs within a table

- Setting table Properties

Word Auto Features

- Understanding Word 2016 Automatic Features

- AutoText & Autocorrect

- Autoformat as you type

- Smart Tags

- Customising automatic features

- Creating autotext entries

- Using QuickParts