

**Class Title:** Microsoft Word Intermediate

**Duration:** 1 Day

**1. Working with Tables**

- 1.1. Creating Standard Tables and Nested Tables
- 1.2. Formatting Tables
- 1.3. Setting Table, Column, Row and Cell Properties
- 1.4. Merging and Splitting Table Cells
- 1.5. Using Table Headings
- 1.6. Sorting Tables
- 1.7. Converting Text to a Table

**2. Formatting Shortcuts**

- 2.1. Using the Format Painter
- 2.2. Using Building Blocks and AutoText
- 2.3. Creating Custom Quick Parts

**3. Working with Document Templates**

- 3.1. Using Standard Document Templates
- 3.2. Editing Templates
- 3.3. Creating Custom Templates

**4. Controlling Text Flow and Page Layout**

- 4.1. Creating Next Page Section Breaks
- 4.2. Inserting Continuous Section Breaks
- 4.3. Page Borders and Watermarks

**5. Advanced Headers and Footers**

- 5.1. Creating Different First Page Headers/Footers
- 5.2. Using Varied Headers and Footers
- 5.3. Suppressing Headers and Footers
- 5.4. Formatting Page Numbers and Starting Pages

**6. Using Columns**

- 6.1. Creating Newspaper Style Columns
- 6.2. Formatting Columns
- 6.3. Breaking Columns

**7. Working with Graphics**

- 7.1. Inserting, Sizing and Moving Graphics
- 7.2. Wrap Text Around a Picture or Drawing
- 7.3. Insert and Format Screenshots
- 7.4. Creating Text Boxes and Pull Quotes
- 7.5. Use WordArt and SmartArt