Word Intermediate to Advanced – Sample Course Outline

Duration: One Day

This course is for you if you already use Word and need to further develop your skills to work with more involved Word documents.

What will be covered?

- Creating professional documents using styles
- Creating a template for quicker creation of structured documents
- Working with headers, footers, sections and mixed layouts
- Managing pictures and text

Features covered

Document Templates

- Creating a template
- Setting margins and page layouts

Working with Styles

- Modifying the default Styles
- Using Styles to create standard formatting settings for headings and body text
- Working with Styles in Outline View to organise documents
- The Navigation Pane

Working with Sections

- Inserting Section breaks
- Changing margins and orientation with Sections
- Headers and footers in Sections

Table of Contents

- Building a Table of Contents using Styles

Working with Images

- Inserting images from different sources
- Positioning pictures alongside text
- Picture tools

Hyperlinks, Cross-References and Bookmarks

- Inserting hyperlinks to other files or urls
- Inserting cross-references to headings and page numbers
- Inserting bookmarks

Tracking Changes

- Tracking options
- Adding comments and changes
- Reviewing changes