

Intermediate Word

COURSE DESCRIPTION

Building on the concepts and skills introduced in the Beginning Word class, this hands-on course covers the following topics: (a) working with sections and columns; (b) formatting tables; (c) working with Excel data; (d) working with styles; (e) working with styles; (f) headers and footers; (g) printing labels and envelopes; (h) working with graphics and objects; (i) document templates; and (j) managing document revisions.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Create and edit sections and columns
2. Create and format Word tables
3. Import Excel data into Word documents
4. Create, modify, and delete styles
5. Create, modify, and delete headers and footers
6. Print labels and envelopes
7. Insert, modify, and delete objects
8. Create and modify document templates
9. Manage document revisions

COURSE INSTRUCTOR

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Course handouts are available at

http://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Working with Sections and Columns

- Creating and formatting sections
- Working with multiple columns
- Working with text in columns

Creating and Formatting Tables

- Creating tables using different tools and techniques
- Table formatting basics
- Borders and shading
- Table AutoFormat

Working with Excel Data

- Importing Excel data and creating charts
- Performing calculations in tables
- Linking and embedding data

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Working with Styles

- Creating styles
- Modifying and deleting styles
- Navigating in large documents

Headers and Footers

- Different headers and footers
- Page numbering

Printing Labels and Envelopes

- Creating labels and envelopes

Working with Graphics and Objects

- Working with graphics and clip art
- Inserting WordArt and symbols
- Customizing the background
- Using drawing tools

Document Templates

- Template basics
- Creating templates

Managing Document Revisions

- Tracking changes in a document
- Working with comments
- Comparing document versions

More information about South Hills School of Business & Technology's Lifelong Learning courses is available at <http://www.southhills.edu/lifelong-learning/>.
