

Live Webinar – Microsoft Word Intermediate

Duration: 3.5 hours (3 x 45 min sessions with practical exercises to complete in-between each session)

Delivery Method: WebEx

Maximum 10 Delegates

About this course

The goal of this live interactive practical webinar is to consolidate existing knowledge of Microsoft Word and to add to it with experience of enhancing documents using bullets and numbering, sections, tables and graphics.

Course Objectives

- Create and amend bullet points and numbering
- Create tables and use columns
- Creating Mail Merges and Email Merges (bulk emails)

Contents

- Search and Replace
 - Save As Security Options Passwords
 - Line Spacing
 - Formatting Tabs
- Bullets and Numbering
 - Simple Bullets and Numbering
 - Detailed Bullets
 - Detailed Numbering and Outline Numbering
 - Working with Tables using Right Mouse Click
 - Working with Columns
- AutoCorrect
 - AutoText and Quick Parts
 - Pasting and Linking External Objects (Excel)
 - Using the Mail Merge Function / Email Merge

Schedule

- Session One – 45 min
- Practical Exercises and break – 15 min
- Session Two – 45 min
- Practical Exercises and break – 15 min
- Session Three – 45 min
- Practical Exercises and break – 15 min
- Q&A – 30 min