

Jenny Labbett Computer Services

Making the most of Microsoft Office



Word Intermediate

Five half-day workshops.

Pre-requisites

- some experience of using Word
- familiarity with the Word Introduction course topics

Workshop 1: Tabs and tables

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| HALF-DAY (3 hours) | Main topics covered: <ul style="list-style-type: none">• setting and using tabs to organise data in columns• creating tables to organise data in columns |
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Workshop 2: Headers and footers

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| HALF-DAY (3 hours) | Main topics covered: <ul style="list-style-type: none">• introduction to headers and footers <i>This includes simple page numbering.</i>• advanced headers and footers <i>This includes dividing a document into sections and applying different page number formats in different parts of the document.</i> |
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Workshop 3: Introduction to styles

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| HALF-DAY (3 hours) | Main topics covered: <ul style="list-style-type: none">• bullets and numbering• borders and shading• using the Style Box• using Format Painter |
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Workshop 4: Mail merge

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| HALF-DAY (3 hours) | Main topics covered: <ul style="list-style-type: none">• using mail merge to generate multiple copies of a standard letter to each person on a mailing list<ul style="list-style-type: none">• creating a standard letter• creating a mailing list• merging the letter and the list• how to mail selected recipients only• using mail merge to generate address labels from information held in Word, Excel or Access |
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Workshop 5: Working with graphics and newspaper-type columns

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| HALF-DAY (3 hours) | Main topics covered: <ul style="list-style-type: none">• creating newspaper-type columns in a document• using graphics:<ul style="list-style-type: none">• ClipArt• WordArt• the Drawing toolbar |
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