



## **WORD INTERMEDIATE**

**Course length:** 1 day (6 hours)

**Overview:** In this course you will learn page layout, working with breaks, setting up columns, creating and managing tables, creating and customizing themes, and Quick Parts. You'll also learn how to add headers, footers, and watermarks to your documents.

**Prerequisites:** Word Introduction or equivalent experience

**Class Fee:** \$219

### **COURSE OUTLINE**

#### **Setting Page Layout**

- Setting Margins
- Selecting a Page Orientation
- Choosing a Paper Size

#### **Working with Breaks**

- Inserting and Removing a Manual Page Break
- Inserting Section Breaks

#### **Using Hyphenation**

- Inserting Nonbreaking Spaces

#### **Controlling Pagnation**

- Controlling Widows and Orphans
- Keeping a Paragraph's Lines on the Same Page
- Keeping Two Paragraphs on the Same Page
- Forcing a Paragraph to the Top of a Page

#### **Setting Up Columns**

- Creating Columns
- Formatting Columns
- Changing Column Widths

#### **Inserting a Blank Page into a Document**

#### **Creating a Table**

- Inserting a Table by Dragging
- Using the Insert Table Dialog Box
- Drawing a Table
- Inserting a Quick Table

#### **Formatting a Table**

- Applying a Quick Style to a Table
- Turning Table Style Options On or Off

#### **Managing Tables**

- Resizing a Row or Column
- Moving a Row or Column
- Setting a Table's Horizontal Alignment
- Creating a Header Row
- Sorting a Table's Contents
- Merging and Splitting Table Cells
- Changing the Position of Text in a Cell
- Changing the Direction of Text in a Cell
- Converting Text to Table or Table to Text
- Inserting and Deleting a Column or Row

## **Formatting, Creating, and Customizing a Theme**

- Formatting a Document with a Theme
- Creating and Customizing a Theme

## **Using Quick Parts in a Document**

- Using Built-In Building Blocks
- Inserting an Equation
- Inserting a Field from Quick Parts

## **Formatting a Document's Background**

- Inserting a Page Color
- Formatting the Page Color Background
- Adding a Watermark
- Adding a Page Border

## **Creating and Modifying Headers and Footers**

- Adding Page Numbers
- Formatting Page Numbers
- Removing Page Numbers
- Inserting the Current Date and Time
- Inserting a Built-In Header or Footer
- Adding Content to a Header or Footer
- Changing the Position of a Header or Footer
- Removing a Header or Footer