

Microsoft Office Word
Intermediate
Course Outline



Managing Lists

- Sort a List
- Restart a List
- Create an Outline Numbered List
- Customize List Appearance

Customizing Tables and Charts

- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading

Controlling Text Flow

- Insert Section Breaks
- Insert Columns
- Link Text Boxes

Automating Common Tasks

- Run a Macro
- Create a Macro
- Modify a Macro
- Perform Calculations in a Table
- Create a Chart from a Word Table
- Modify a Chart

Customizing Formatting

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

Working with Custom Styles

- Create a Character or Paragraph Style and Lines
- Insert WordArt
- Insert Text Boxes
- Create Diagram

- Customize Toolbars and Buttons
- Add Menu Items

Automating Document Creation

- Create a Document Based on a Template
- Create a Document by Using a Wizard
- Create or Modify a Template
- Change the Default Template Location
- Insert a Macro Button Field in a Template

Performing Mail Merges

- The Mail Merge Process
- Perform a Merge on Existing Documents
- Merge Envelopes and Labels
- Use Word to Create a Data Source
- Modify an Existing Style
- Create a List Style
- Create a Table Style

Modifying Pictures

- Set Picture Contrast or Brightness
- Crop a Picture
- Wrap Text Around a Picture

Creating Customized Graphic Elements

- Draw Shapes