

# Word Intermediate

## Mastering Formatting



### Overview:

This practical hands-on course is designed for experienced users of Word. The course builds on existing documents covering the aspects to improve user productivity in formatting and managing the layout of multiple-paged documents. The techniques used would apply to most types of documents - letters, faxes, minutes, newsletters and reports.



### Prerequisites:

Participants must have completed or have equivalent working knowledge of the content covered in the CTSA Word Introduction level course. Participants should already be able to create, edit, and print Word documents.



### Who should attend:

This course is designed for experienced users of Word who wish to improve their productivity with the more advanced features of Word.



### Benefits:

- Become more efficient working with document text and managing formatting
- Master paragraph tools, bullets, numbering and multi-level numbering
- Use consistent formatting with Styles
- Work efficiently with Word Tables



### Learning Outcomes:

At the completion of this course, participants will be able to:

- Format documents efficiently using a variety of selection and formatting techniques
- Remove unwanted formatting easily
- Format multiple pieces of text simultaneously
- Use Find and Replace on formatting
- Create and use Styles for consistent formatting
- Insert and adjust graphic images including setting text wrap options
- Use other Word Drawing Shapes



### Version(s):

2013, 2016, 2019



### 1 day



### Course times:

9:00am-4:30pm



### 429.00



**To book this course:**  
**Call: 1300-2-GO-CTS**

**Web:** [www.ctstraining.com.au](http://www.ctstraining.com.au)

**Email:** [info@ctstraining.com.au](mailto:info@ctstraining.com.au)



**Certificate of Attendance**  
**Non-accredited course**



# Content:

## \* Selection Techniques

- Selecting text efficiently by word, sentence or paragraph
- Selecting a block of text
- Editing techniques:
  - Formatting multiple pieces of text
  - Removing formatting
  - Repeating an action

## \* Paragraph Tools

- Mastering Hanging Idents
- Paragraph Spacing
- Line Spacing
- Copying Paragraph formats
- Setting Paragraph Defaults

## \* Bullets and Numbering

- Types of Lists
- Creating a Bulleted Or Numbered List
- Creating a Multilevel List
- Using the Indent Commands
- Modifying a Bullet or Numbered List
- Restart/Continue Bullets or Numbers
- Removing Bullets or Numbers

## \* Styles

- Advantages of Styles
- Applying and Creating Styles
- Applying Heading Styles
- Modifying Styles
- Working with Character Styles
- Using Themes

## \* Tables

- Creating & Navigating Tables
- Entering Text into a Table
- Deleting a Table
- Using Quick Tables
- Editing and Formatting Tables
- Managing table borders
- Merging and Splitting table cells
- Splitting a table
- Converting tables
- Managing repeating headings in tables
- Using Formulas and functions in tables
- Changing cell margins and spacing

## \* Working with Images and Graphics

- Inserting Pictures
- Resizing and Positioning Pictures
- Using Clip Art
- Linking Graphics
- Creating and Formatting Word Art

## \* Shapes

- Creating Drawing Objects
- Formatting and Moving Lines
- Text Wrapping with Drawing Objects
- Adding Effects
- Using Smart Art
- Adding and Linking Text Boxes

## \* Find and Replace Formatting

- Using advanced find/replace to replace formatting



# Word Intermediate

## Managing Document Structure



### Overview:

This practical hands-on course is designed for experienced users of Word. The course builds on existing documents covering the aspects to improve user productivity in formatting and managing the layout of multiple-paged documents. The techniques used would apply to most types of documents - letters, faxes, minutes, newsletters and reports.



### Prerequisites:

Participants must have completed or have equivalent working knowledge of the content covered in the CTSA Word Introduction level course. Participants should already be able to create, edit, and print Word documents.



### Who should attend:

This course is designed for experienced users of Word who wish to improve their productivity with the more advanced features of Word.



### Benefits:

- Confidently work with sections and section breaks, varying orientations and columns
- Manage headers/ footers in a structured document
- Save time with AutoText/AutoCorrect to store names and reusable text
- Use Mail Merge for an eNewsletter



### Learning Outcomes:

At the completion of this course, participants will be able to:

- Create and work with multiple sections in a document
- Create alternating headers and footers
- Store frequently used text and graphics in AutoText
- Use AutoCorrect to streamline entering complex text
- Reorganise a document structure using the Navigation pane
- Work with multiple windows
- Set up a mail merge and merge to either a printer or to email for an electronic mailout.



### Version(s):

2013, 2016, 2019



### 1 day



### Course times:

9:00am-4:30pm



### 429.00



### To book this course:

Call: **1300-2-GO-CTS**

Web: [www.ctstraining.com.au](http://www.ctstraining.com.au)

Email: [info@ctstraining.com.au](mailto:info@ctstraining.com.au)



**Certificate of Attendance**  
**Non-accredited course**



# Content:

## \* Page Layout Tools

- Page Breaks
- Section Breaks and their uses
- Using Line Break
- Page and Line Break Options
- Working with Columns
- Column Breaks

## \* Working with Pages

- Creating a Blank Page
- Changing the Page Colour
- Adding a Page Background
- Adding a Page Border
- Adding a Cover Page

## \* Headers & Footers

- Pre-set Header or Footer
- Editing a Header or Footer
- Removing a Header or Footer
- Adding to the Header / Footer Gallery
- Navigating Headers and Footers
- Aligning Text
- Adding Graphics
- Adding Page Numbers
- Inserting the Date and Time
- Positioning Headers and Footers
- Managing Headers and Footers with different page layouts

## \* AutoText and AutoCorrect

- Understanding the benefits of using AutoText
- Creating AutoText Entries
- Inserting AutoText into a document
- Editing an AutoText Entry
- Storing graphics in AutoText
- Saving an AutoCorrect entry
- Editing AutoCorrect

## \* Mail Merge

- Selecting a Document Type
- Selecting a Starting Document
- Selecting Recipients
- Creating Your Document
- Previewing Your Document
- Completing the Merge

## \* Reorganising a Document

- Working with Heading Styles in the Navigation Pane
- Moving text using the Navigation Pane
- Splitting a document window
- Working with multiple windows

