

Microsoft Word - Intermediate

This class is for the more experienced word processor. Illustrate documents with graphics; create and format WebPages; add hyperlinks; merge Word documents; sort and filter records; work with Styles and Templates; use Outline view to develop multi-page documents, adding footnotes/endnotes, a Table of Contents, cross-references, sections and an Index.

What You Will Learn

- Illustrate documents with graphics
- Create and format web pages
- Add hyperlinks
- Merge Word documents
- Sort and filter records
- Work with Styles and Templates
- Use Outline view to develop multi-page documents
- Add footnotes/endnotes, a Table of Contents, cross-references, sections and an Index.

Who Should Attend

Learners who need to acquire Microsoft Word processing skills and qualifications for employment purposes, utilize a microcomputer as a word processor, or learn word processing.

Prerequisites

Working knowledge of Windows and Beginning Word