

## Intermediate Microsoft Word

**Duration: 8 hours Course**

**Course Overview:** Enroll for this 1-Day Intermediate Microsoft Word 2019 training in which students will learn advanced formatting, use Word 2019 drawing tools, create and manage tables, and work with column layouts.

**Target Audience:** This course is intended for students who have basic skills with Microsoft Word 2019 who want to learn intermediate-level skills or students who want to learn the topics covered in this course in the 2019 interface

### Module 1: Advanced Formatting

This module explains how to use advanced formatting techniques in Microsoft Word.

#### Lessons

- Shading and Borders
- Setting Line and Paragraph Spacing
- Changing Styles
- Paragraph Marks and Other Formatting Symbols
- Using Formatting Symbols
- Editing PDF Documents in Microsoft Word

#### Lab: Advanced Formatting

##### Exercises

- Using Shading and Borders
- Changing Styles
- Using Formatting Symbols
- Editing PDF Documents and Microsoft Word

After completing this module, students will be able to:

- Use shading and borders to enhance your document.
- Set line and paragraph spacing.

- Format your document using styles.
- Show, hide and use formatting symbols.
- Edit PDFs in Word.

## Module 2: Working with Tables

This module explains how to work with tables in Microsoft Word.

### Lessons

- Inserting a table
- Table styles
- Formatting a Table

### Lab: Working with Tables

**Exercises** Insert a Table

Adding Styles to a Table

Formatting a Table

After completing this module, students will be able to:

- Insert a table into a document.
- Format a table using styles.
- Format data within a table.

## Module 3: Working with Images

This module explains how to work with images in Microsoft Word.

### Lessons

- Inserting Images
- Placing and Sizing Images
- Wrapping Text around an Image
- Adjusting Images
- Borders and Effects

## Lab: Working with Images

### Exercises

- Insert an Image into a Microsoft Word Document
- Place and Size an Image in a Microsoft Word Document
- Wrapping Text around an Image
- Adjusting Images in Microsoft Word
- Adding Borders and Effects to Images in Microsoft Word

After completing this module, students will be able to:

- Insert images into a Microsoft Word document.
- Place and size images in a Microsoft Word document.
- Wrap text around images.
- Adjust the look and feel of images.
- Add borders and effects to images.

## Module 4: Page Layout

This module explains how to work with page layout options in Microsoft Word.

### Lessons

- Orientation and Paper Size

Using Live Layout and Alignment Guides

Working with Columns

Advanced Formatting

Working with Fields

- Page and Section Breaks

### Lab: Page Layout Exercises

- Changing the Page Setup
- Adding Page and Section Breaks

After completing this module, students will be able to:

- Set the page orientation as portrait or landscape.
- Set the print size of the paper.
- To split your text into multiple columns.
- To add page breaks.
- To add section breaks.

## **Module 5: Working with Illustrations**

This module explains how to work with Illustrations in Microsoft Word.

### **Lessons**

- Adding and Editing Charts
- Working with Clip Art
- Using Shapes
- Working with Icons
- Working with SmartArt
- Creating Captions
- Using Building Blocks

### **Lab: Working with Illustrations Exercises**

- Working with Charts
- Working with Clip Art
- Adding Shapes
- Working with Smart Art
- Inserting a Building Block in a Document

After completing this module, students will be able to:

Insert charts into Microsoft Word documents.

Edit charts in Microsoft Word documents.

Use clip art to illustrate your documents.

- Insert shapes into Microsoft Word documents.
- Use SmartArt to illustrate your documents.
- Use captions. Use Word Building Blocks

## **Module 6: Viewing Your Documents**

This module explains how work with viewing options in Microsoft Word.

### **Lessons**

- Document Views
- Using the Navigation Pane
- Multiple Windows

### **Lab: Viewing Your Documents Exercises**

- Using the Navigation Pane
- Working with Multiple Windows

After completing this module, students will be able to:

- Show and hide the Navigation pane.
- Use the Navigation pane to quickly get to different sections of your document.
- Use the Navigation pane to reorganize your document.
- Use the Navigation pane to search within your document.
- Use multiple windows to view different parts of one document at the same time.
- Use multiple windows to view multiple documents at the same time.

Microsoft Copilot for Word