



Microsoft Word Intermediate

What you'll learn

- ✓ Managing Your Documents
 - ★ Effectively use Windows and Word's File options to create folders and manage files
- ✓ Using Formatting Tools in Word
 - ★ Use formatting tools and controls to enhance text, paragraphs and pages
- ✓ Creating Headers and Footers
 - ★ Add and manage headers and footers for more organised/professional looking pages
- ✓ Working with Pictures
 - ★ Add, manage and adjust pictures within your word document
- ✓ Working with Shapes
 - ★ Add and adjust shapes and graphics in your Word document
- ✓ Performing a Mail Merge in Word
 - ★ Use mail merge to effectively create letters and labels to multiple recipients

What does our Word Intermediate course cover?

Enhance Your Knowledge of Microsoft Word

This course is aimed at anyone with a basic knowledge of Word, and who want to consolidate and build on that knowledge in the shortest possible time frame.

You'll progress from using Word as a simple word processing tool to utilizing it to produce documents that will be impressive in most business situations.













If you can produce basic documents but would like to be able to add more quality to them, this is the course for you!

This Microsoft Word skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft word skills?

Course content for Microsoft Word Intermediate

1		1 - Managing Your Documents <ul style="list-style-type: none">» Using Windows Explorer within Word» Saving Your Files» Finishing Your Files» Making Word Work Backwards» Viewing Your Files 
2		2 - Using Formatting Tools in Word <ul style="list-style-type: none">» Working with Templates» Using Bullets and Numbering» Using the Paragraph Dialog» Using Delineation Tools» Working with Pages» Adding Hyperlinks 
3		3 - Creating Headers and Footers <ul style="list-style-type: none">» Creating Basic Headers and Footers» Using the Header & Footer Tools - Design Tab» Inserting Page Numbers» Doing More with Headers and Footers 
4		4 - Working with Pictures <ul style="list-style-type: none">» Inserting Pictures» Editing Pictures» Doing More with Pictures» Formatting Pictures» Managing Pictures 
5		5 - Working with Shapes <ul style="list-style-type: none">» Drawing Shapes» Working with Shapes» Working with Text and Shapes» Advanced Shape Tasks 
6		6 - Performing a Mail Merge in Word <ul style="list-style-type: none">» Using the Mail Merge Wizard» Performing a Manual Mail Merge» Sending a Document Electronically 



This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

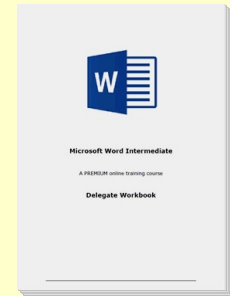
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Word Intermediate course

Getting Your Documents to Do You Justice

For many people, the documents they create in Microsoft Word are going to be seen by others. So whether you're creating them on behalf of an organization, or for yourself to send to other people, you want them to be as high quality as possible.

This course looks at how to manage your documents, before moving on to making them look professional by using formatting, headers and footers, pictures and shapes.

It then shows you how to perform a mail merge for sending documents out in bulk; if you do this, this module alone will pay for the cost of the course many times over.

By the end of this course, you'll be able to use Word to an impressive standard, doing more with it, and in a shorter time, than ever before.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

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