

## Word - Intermediate

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Course Duration 3 hours

### **Aim**

This session is designed to provide users with the skills necessary to edit both simple and complex documents

### **Prerequisites**

Completed the Word Introductory course or equivalent experience

### **Topics**

- ▼ Set up different layouts within a single document - working with sections
- ▼ Create and work with tables
- ▼ Produce side-by-side text columns
- ▼ Produce newspaper-style columns
- ▼ Graphics
- ▼ Auto text
- ▼ Work with Bullets and Numbering
- ▼ Create Multi-level Numbering
- ▼ Create different Headers and Footers
- ▼ Create Hyperlinks
- ▼ Work with Templates - basic usage
- ▼ Create and use styles to store format types
- ▼ Create basic merge documents

