

Microsoft Word

Intermediate User



Customize Views and Settings

- customize the Quick Access Toolbar
- customize views by using zoom settings
- use the View Side by Side tool
- use the Arrange All tool
- use the New Window tool
- use the Split tool
- change Word options

Work with Paragraphs

- change the first line indent
- change the hanging indent
- change the right indent
- change paragraph spacing
- use the Show/Hide tool to fix paragraph problems
- use the Format Painter tool to copy paragraph formatting
- convert text to multiple columns
- use paste options - merge formatting
- use paste options - keep text only

Create and Modify a List

- change bullet characters or number formats for a list level
- define a custom bullet character or number format
- change list levels
- restart or continue list numbering
- set starting number value
- use the Format Painter tool to copy list formatting

Work with Tables

- convert text to tables
- convert tables to text
- use the Distribute Columns tool
- use the Distribute Rows tool
- specify a fixed row height
- configure cell margins and spacing
- configure a repeating row header
- sort table data
- split a table

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Use Page Layout Tools

- insert a cover page
- insert a blank page
- insert a page break
- use the show/hide tool to delete breaks
- insert a column break
- insert a text header
- insert a text footer
- insert a picture within a header
- insert page numbers
- insert a watermark
- change page colour
- apply a page border

Work with Sections

- change page setup options for a section
- insert a next page section break
- unlink a header or footer within a section
- use the Show/Hide tool to delete section breaks

Use Basic Styles

- apply a built-in heading style
- modify a style
- remove a style from the gallery

Create and Manage Simple References

- insert a standard table of contents
- update a table of contents
- insert footnotes and endnotes
- modify footnote and endnote properties

Work with Pictures

- change brightness/contrast
- change colour
- apply artistic effects
- apply picture effects
- remove a background

Insert Graphic Elements

- insert a drawing canvas
- lock drawing mode
- format a shape
- group / ungroup shapes
- bring forward / send backward
- use connectors

Use Mail Merge Tools

- merge data from an Excel file
- open a document that is linked to an Excel file

Insert Hyperlinks and Objects

- insert a hyperlink to a file
- insert a hyperlink to a folder
- insert a bookmark
- insert a hyperlink to a bookmark
- use the Object tool to insert a new Excel worksheet
- use the Object tool to insert an existing Excel file
- use the Object tool to link to a PDF file
- use the Object tool to display an icon

Use Content from Other Programs

- paste link data from Microsoft Excel
- paste link a chart from Microsoft Excel
- copy text from a web page
- copy a picture from a web page
- use the print screen key
- insert a screen clipping