



MOUSELITERATE

Word Intermediate Course Outline

These sessions are designed for people who have a good foundation in Microsoft Word. Candidates should be familiar with the topics covered on the introduction sessions.

Session One

Applying Borders and Shading

- Apply borders and shading to paragraphs
- Remove borders and shading
- Create and modify a page border

Word Proofing Tools

- Correct spelling/typing errors as you type
- Use the Spelling and Grammar Checker
- Set options for the Spelling and Grammar Checker
- Use the Thesaurus
- Use AutoCorrect to correct errors as you type
- Find and replace text
- Count the words used in a document
- Add document comments

Adding Tables to a Document

- Draw or create a table
- Apply Formatting to a table
- Move the insertion point around in a table
- Insert and delete columns and rows
- Change height and width of rows and columns
- Change alignment, rotate text within a cell
- Merge and split cells
- Add borders and shading to a table
- Convert text to a table or tables to text

Session Two

Adding Graphics to a Document

- Insert and format picture files
- Use SmartArt
- Insert and format WordArt text
- Draw AutoShapes
- Modify and format Drawing Objects, pictures and AutoShapes
- Insert a screenshot

Word and the Internet

- Create hyperlinks
- Use Web Page Preview
- Save a document as a web page
- Send a document via email

Creating Charts in Word

- Create a graph
- Modify graph data
- Import data into a graph
- Modify an embedded graph
- Change the chart type
- Add chart elements

Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and modify Building Blocks
- Insert fields using Quick Parts

