

# FlexiCoach

Software Coaching and Consulting

## Microsoft Word Intermediate

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This course, builds on from the essentials course. The participant will learn to work with further Formatting features, Designing and Formatting Tables, Working with Headers and Footers, and Section Breaks, Bullets and Numbering as well as Themes & Styles in Word. The learner will be able to apply more sophisticated formatting and layout features with regards to tables, paragraphs and drawings.

### Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side by Side
- Synchronised Scrolling
- Resetting the Window Position

### Columns

- Understanding Columns
- Creating Columns of Text
- Column Widths and Spacing
- Inserting Column Breaks

### Formatting Techniques

- Applying First Line Indents
- Applying Hanging Indents
- Applying Right Indents
- Understanding Pagination
- Controlling Widows and Orphans
- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting a Page Break
- Applying Hyphenation to Text
- Hiding Text
- Inserting a Drop Cap
- Understanding Returns
- Inserting Hard and Soft Returns
- Removing Returns
- Revealing Formatting

### Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options

### Document Properties

- Understanding Document Properties

### Document Properties cont...

### Templates

- Understanding Templates
- Using a Sample Template
- Downloading an Online Template
- Creating and Modifying a Template
- Using a Custom Template
- Attaching a Template to a Document
- Copying Styles Between Templates

### Section Breaks

- Understanding Section Breaks
- Inserting a Next Page Section Break
- Inserting a Continuous Section Break
- Inserting an Even Page Section Break
- Inserting an Odd Page Section Break

### Headers and Footers

- Understanding Headers and Footers
- Inserting Headers and Footers
- Inserting a Blank Header
- Inserting a Blank Footer
- Editing Headers and Footers
- Inserting Page Numbering
- Inserting Date Information
- Adjusting Header and Footer Positions
- First Page Headers and Footers
- Odd and Even Pages
- Section Headers and Footers
- Unlinking Section Headers and Footers

### Mail Merge Recipient Lists

- Understanding Recipient Lists
- Creating a Recipient List
- Customising the Columns
- Adding Records
- Deleting Records
- Saving a Recipient List
- Opening a Recipient List
- Editing a Recipient List

### Merging From Scratch

- Understanding Merging From Scratch

### Merging from Scratch cont...

### Enhancing Shapes

- Applying Shape Styles
- Filling Shapes
- Applying a Solid Fill to Shapes
- Applying a Gradient Fill to a Shape
- Applying a Picture Fill to a Shape
- Changing Shape Outlines
- Applying an Outline to Shapes
- Changing Shapes
- Inserting and Formatting Text
- Applying Shadow Effects
- Applying Reflection Effects
- Applying Glow Effects
- Softening and Bevelled Edges
- Applying 3D Rotation Effects

### Text Boxes

- Understanding Text Boxes
- Inserting a Preformatted Text Box
- Typing Text Into a Text Box
- Positioning a Text Box
- Resizing a Text Box
- Deleting a Text Box
- Drawing a Text Box
- Formatting a Text Box

### Text Box Techniques

- Linking Text Boxes
- Modifying Text Box Margins
- Changing Text Direction
- Applying Effects to Text Boxes

### Table Features

- Creating a Table From Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas Into a Table
- Updating Formulas in a Table
- Sorting Table Data

### Merging Table Cells

- Splitting Table Cells

### Table Features cont...

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Viewing Document Properties  
Specifying Document Properties  
Viewing Advanced Properties  
Inserting Properties Into a Document  
Updating Document Properties  
Deleting Document Property Data

## Styles

Understanding Styles  
Applying Paragraph Styles  
Applying Character Styles  
Creating a Quick Style  
Creating a Paragraph Style  
Creating a Character Style  
Applying Custom Styles

## Style Techniques

Selecting and Updating Styles  
Renaming and Deleting Styles  
Importing and Exporting Styles

## Themes

Understanding Themes  
Applying a Theme  
Modifying Theme Colours  
Modifying Theme Fonts  
Creating a Custom Theme

Selecting the Document Type  
Selecting the Recipients  
Inserting the Date  
Inserting an Address Block  
Inserting the Greeting Line  
Typing the Letter  
Inserting Individual Merge Fields  
Previewing the Merge  
Completing the Merge

## Mail Merge Techniques

Running a Saved Merge  
Excluding Recipients  
Filtering Recipients  
Sorting Recipients  
Selecting Another Data Source  
Applying an if Then Else Rule  
Applying a Fill in Rule

## Shapes

Inserting & Selecting Shapes  
Resizing and Moving Shapes  
Resizing Shapes  
Alignment and Spacing  
Group and Arrange Shapes  
Rotating Shapes

Understanding Table Properties  
Aligning Tables  
Changing the Direction of Text  
Repeating Heading Rows  
Converting a Table to Text  
**Enhancing Pictures**  
Understanding Picture  
Enhancements  
Removing a Picture Background  
Correcting Pictures  
Colouring Pictures  
Applying Artistic Effects  
Applying Shadows and Reflections  
Applying a Glow Effect  
Softening and Bevelled Edges  
Applying Picture Styles to Images  
Repositioning Pictures  
The Format Picture Pane  
Cropping Pictures Accurately  
Changing the Picture Layout

## RELATED COURSES

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Word Essentials | Word Advanced | Publisher Designer | PowerPoint Designer



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,  
Participant may choose to focus on certain  
skills, more than others.**

For further information on this or another  
Course, please contact us by email to  
[coach@flexicoach.com.au](mailto:coach@flexicoach.com.au)

Or submit a request via our website:

[www.flexicoach.com.au](http://www.flexicoach.com.au)