



Course Outline

Word – Intermediate Part I

Versions 2007/2010/2013/2016



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Program Objectives: Students will learn intermediate skills including: Bullets & Numbering, Word Art, Styles, Graphic Lines, Tables, and Mail Merge using Microsoft Word.

- ◆ Moving Around the Word Screen
- ◆ Enhancing the File Appearance
- ◆ Selecting Text to Change
- ◆ Defining Auto Text
- ◆ Inserting Auto Text
- ◆ Printing Auto Text
- ◆ Numbering Pages
- ◆ Headers or Footers
- ◆ Footnotes or Endnotes
- ◆ Indenting Text from Both Margins
- ◆ Numbering
- ◆ Bullets
 - Customizing Bullets
 - Creating Picture Bullets
- ◆ Centering Page Top to Bottom
- ◆ Word Art for Dramatic Effects
- ◆ Styles
 - Creating/Applying/Changing
 - Using in New Documents
- ◆ Dividing Documents into Sections
- ◆ Newspaper Columns
- ◆ Manual Column Break
- ◆ Adding a Border to Text
- ◆ Adding Shading to a Table or Paragraph
- ◆ Graphic Lines
- ◆ Quick Lesson in Graphics
- ◆ Table Feature
 - Changing Column Width
 - Inserting Columns/Rows
 - Deleting Columns/Rows
 - Merging Cells
 - Centering Between Margins
 - Removing the Gridlines
- ◆ Mail Merge
 - Preparing the Main Document
 - Attaching a Data Source
 - Creating a Data Source
 - Inserting the Date into the Form Letter
 - Inserting Merge Fields
 - Performing the Mail Merge
- ◆ Creating Labels for Mail Merge
- ◆ Creating Envelopes for Mail Merge
- ◆ Editing Labels/Envelopes Before Mailing
- ◆ Exiting from Word

Course Prerequisite

Must have Word – Basics or equivalent experience

(4 CPE Credits)