



Course Outline



Word – Intermediate Part II

Versions 2007/2010/2013/2016

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Program Objectives: Students will learn additional intermediate skills including: Fields, Auto Correct, Graphics, Joining Tables, and Macros using Microsoft Word.

- ◆ Moving Around the Word Screen
- ◆ Selecting Text to Change
- ◆ Opening Word Files Quickly
- ◆ Opening Multiple Word Files
- ◆ Combining Word Files
- ◆ Deleting Word Files
- ◆ Removing Dialog Boxes
- ◆ Quick Menus
- ◆ Changing View Modes
- ◆ Fields
 - Date
 - Time
 - Page Number
 - Filename
 - Fill-In
 - Updating Fields
- ◆ Special Word Characters
- ◆ Show/Hide Button
- ◆ Revealing Formatting Codes
- ◆ View/Zoom Control
- ◆ Editing a File in Print Preview
- ◆ Shrink to Fit Feature
- ◆ Font Changes
- ◆ Changing the Default Font
- ◆ Quick Format Feature
- ◆ Removing All Formatting at One Time
- ◆ Drop Caps
- ◆ Auto Correct Feature
- ◆ Find Feature
- ◆ Find and Replace Feature
- ◆ Printing Selected Text
- ◆ Changing the Paper Orientation
- ◆ Creating Symbols
- ◆ Thesaurus Feature
- ◆ Joining Two Tables Into One Form
- ◆ Table Auto Format Feature
- ◆ Tips for Forms
- ◆ Text in a Box
- ◆ Indenting From Left and Right Margins
- ◆ Flush Right Tabs With Leaders
- ◆ Flush Right Tabs Without Leaders
- ◆ Returning to Default Tabs
- ◆ Sorting/Alphabetizing Features
- ◆ Sorting Paragraphs
- ◆ Graphics
 - Lines
 - Full Page Borders
 - Editing
- ◆ Macros
 - Quick Macro Record Steps
 - Recording a Macro
 - Running a Macro
 - Deleting a Macro
- ◆ Exiting From Word

Course Prerequisite

Must have Word – Intermediate Part I or equivalent experience