



MONROE BUSINESS ASSOCIATES INTERMEDIATE WORD

(6 hours)

Who should attend:

Individuals attending this course should be familiar with the basics of Word and are looking to create and use styles, work with sections and columns, Headers and Footers, table of contents and footnotes.

Prerequisites:

A working knowledge of the skills outlined within *Introduction to Word* is required. This course may be taken before or after Intermediate Word B.

Course Outline:

Working With Styles

- Applying Styles
- Creating Styles
- Modifying Styles

Understanding Sections

- Definition of Sections
- Inserting Sections
- Deleting Sections

Table of Contents

- Using Heading Styles
- Using Styles

Working With Columns

- Applying Columns
- Formatting Text into Columns
- Using Graphics

Headers and Footers

- Creating Headers and Footers
- Understanding the Toolbar
- Creating First Page Headers and Footers
- Creating Different Headers and Footers in one Document

Footnotes and Endnotes

- Inserting Footnotes and Endnotes
- Understanding Options

Working with Tables

- Creating Tables
- Entering Text in a Table
- Modifying Tables
- Sorting
- Entering Calculations in a Table
- Using the Table Drawing Toolbar
- Applying Borders and Shading

Mail Merge

- Mail Merge Terminology
- Creating a Main Document
- Creating a Data Document
- Performing a Form Merge
- Understanding the Merge Toolbar
- Query Options
- Merging Envelopes and Letters