

*This course extends on the topics covered in the Word Essentials course. It provides attendees with knowledge and skills to professionally layout documents by using Tabs, Tables, Columns, Graphics and Styles. Attendees will also learn to be more efficient by using the automatic features available in Word.*

## Pre-Requisites

It is recommended that students have attended or have knowledge of the topics covered in the Word Essentials course.

## Duration

1 Day

## Cost

\$275 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

## Contact Details

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## Course Content

### Automatic Features

- AutoText
- AutoCorrect
- AutoFormat
- Watermarks
- Text flow options

### Tabs

- Using the Ruler
- Creating Tabs
- Modifying Tabs
- Using Leader Tabs
- Copying Tab settings

### Tables

- Creating simple tables
- Adding columns/rows
- Merging Cells
- Repeating Headers
- Formatting Tables
- Calculations in Tables
- Converting Text to Tables
- Sorting

### Borders

- Creating Text Borders
- Creating Paragraph Borders
- Creating Page Borders
- Modifying Borders
- Applying Shading

### Columns

- Creating columns
- Modifying columns
- Inserting column breaks
- Creating balanced columns

## Styles

- What is a style?
- Creating styles
- Modifying Styles
- Applying Styles

## Reviewing Documents

- Tracking Changes
- Using the Reviewing Toolbar
- Creating Versions

## Multiple Documents

- Opening Multiple Documents
- Switching between Multiple Documents
- Copying Data Between Documents
- Copying Styles, AutoText & Toolbars Between documents

## Graphics

- Inserting ClipArt
- Using the Clips Online
- Working with Photos
- The Picture Toolbar
- Text wrapping with graphics

## Drawing

- The Drawing Toolbar
- Drawing Shapes
- The Drawing Canvas
- Grouping/Un grouping Objects
- Formatting Drawings