

WORD

Intermediate Level

COURSE DESCRIPTION

This practical course is intended for people who already have a good knowledge of Microsoft Word 365 and wish to deepen their proficiency with the software. Participants will learn to create more sophisticated professional documents, manage complex tables, use advanced page-layout tools, automate certain tasks, and work efficiently with multi-page documents.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Design, structure, and format well-organized documents;
- Use Word's intermediate features;
- Master mail merge tools;
- Customize page layouts and improve productivity using review and collaboration features;
- Use styles, tables, and review tools;
- Manage complex documents;
- Share their files;
- Collaborate online while discovering smart tools that make everyday work easier.

TARGET AUDIENCE

Anyone wishing to deepen their knowledge of Microsoft Word 365 and improve their efficiency in creating and managing documents for both personal and professional purposes.

PREREQUISITES

Have completed the Microsoft Word 365 – Advanced Beginner Level course or have equivalent knowledge.

COURSE OUTLINE

1. 1. ADVANCED TABLE CREATION AND EDITING

- **Creating and managing tables**
 - Create and draw tables
 - Convert text to a table and vice versa
 - Insert and delete rows and columns
 - Merge and split cells

- Split a table
- Change column widths and row heights
- Automatically adjust table dimensions
- **Advanced formatting**
 - Apply and customize table styles
 - Modify borders and shading
 - Customize cell margins
 - Change text orientation and alignment
 - Position a table in a document
 - Manage text wrapping around a table
- **Managing tables across multiple pages**
 - Repeat header rows
 - Control row breaks across pages
 - Sort table data
 - Perform simple calculations in a table

2. 2. ADVANCED DOCUMENT PAGE LAYOUT

- **Managing sections**
 - Understand section breaks
 - Insert and delete section breaks
 - Change the page layout of a section
 - Use different page orientations in the same document
 - Customize margins for specific sections
- **Managing multi-page documents**
 - Insert page breaks
 - Control paragraph breaks
 - Avoid isolated lines at the top or bottom of a page
 - Keep paragraphs together
 - Resolve page-layout issues

3. 3. HEADERS, FOOTERS, AND PAGE NUMBERING

- **Headers and footers**
 - Create and customize headers and footers
 - Insert images and graphic elements
 - Create a different first-page header
 - Use different headers for odd and even pages
 - Create different headers and footers for each section
 - Enable and disable linking between sections
- **Advanced page numbering**
 - Insert and customize page numbers
 - Change the numbering format
 - Set a starting page number
 - Start page numbering on a specific page
 - Use different page-numbering formats within the same document

4. 4. USING STYLES AND STRUCTURING DOCUMENTS

- **Managing styles**
 - Understand the purpose of styles
 - Apply heading styles
 - Modify and customize existing styles
 - Create custom styles
 - Update a style throughout a document
 - Ensure consistent document formatting
- **Document organization**
 - Structure a document using heading levels
 - Use the Navigation pane
 - Move and reorganize sections
 - Use themes to create a consistent appearance

5. 5. AUTOMATIC TABLE OF CONTENTS

- **Creating a table of contents**
 - Prepare document headings
 - Insert an automatic table of contents
 - Choose which heading levels to display
 - Customize the appearance
 - Update headings and page numbers
 - Modify or delete a table of contents
- **Navigating documents**
 - Use table-of-contents links
 - Insert bookmarks
 - Create hyperlinks
 - Insert cross-references to different sections

6. 6. AUTOMATIC MULTILEVEL NUMBERING

- **Managing numbered lists**
 - Create and edit a numbered list
 - Customize numbering formats
 - Restart or continue numbering
 - Adjust indents and alignment
- **Multilevel lists**
 - Create a hierarchical list
 - Change numbering levels
 - Link numbering to heading styles
 - Customize section numbering
 - Fix numbering issues

7. 7. TEXT COLUMNS AND PROFESSIONAL PRESENTATION

- **Creating columns**
 - Lay out text in multiple columns
 - Create columns of equal or different widths
 - Change the spacing between columns
 - Insert a dividing line
 - Insert column breaks
 - Balance text between columns
 - Remove column formatting
- **Page layout**
 - Combine different layouts in one document
 - Use sections to vary the layout
 - Create a newsletter

8. 8. MAIL MERGE

- **Preparing a mail merge**
 - Understand how mail merge works
 - Create a recipient list
 - Use a list from Excel
 - Edit, sort, and filter recipients
- **Creating personalized documents**
 - Create a form letter
 - Insert merge fields
 - Personalize greetings
 - Preview results
 - Run the merge
 - Save and print merged documents
- **Envelopes and labels**
 - Create and print envelopes
 - Create identical or different labels
 - Create labels from an Excel file
 - Customize label formats

9. 9. FOOTNOTES AND REFERENCES

- **Footnotes**
 - Insert footnotes
 - Edit note content
 - Customize numbering
 - Delete notes
- **Endnotes**
 - Insert endnotes
 - Edit and delete notes
 - Convert footnotes to endnotes

- **References in a document**
 - Insert captions for tables and images
 - Create cross-references to document elements

10. 10. REVIEW AND TRACK CHANGES

- **Review tools**
 - Use advanced Find and Replace features
 - Compare two versions of a document
 - Insert comments
 - Reply to comments
- **Track Changes**
 - Turn on Track Changes
 - Identify changes made
 - Accept or reject changes
 - Display different views of changes
 - Prepare the final version of a document

11. 11. SHARING AND COLLABORATION WITH ONEDRIVE

- **Document management**
 - Save a document to OneDrive
 - Understand AutoSave
 - Access documents from different devices
 - View version history
- **Collaboration**
 - Share a document with other users
 - Set viewing and editing permissions
 - Work on a document simultaneously
 - Use comments in a shared document
 - Restore a previous version

12. 12. SMART TOOLS AND ARTIFICIAL INTELLIGENCE

Some features require a Microsoft 365 subscription or an eligible Copilot license.

- **Discovering smart features**
 - Use Microsoft Editor
 - Improve text quality and clarity
 - Discover Microsoft Copilot in Word
- **Writing assistance**
 - Rephrase text
 - Summarize a document
 - Improve the presentation of content
 - Get writing suggestions
 - Verify results suggested by artificial intelligence

13. 13. DOCUMENT PROTECTION AND DISTRIBUTION

- **Protection**
 - Restrict certain changes
 - Protect a document
 - Inspect a document before sharing
 - Remove hidden personal information
- **Distribution**
 - Export a document to PDF
 - Convert a PDF to a Word document where possible
 - Check the layout before printing
 - Prepare a professional document for distribution

EXPECTED OUTCOME

By the end of this course, participants will be able to independently create, structure, and manage sophisticated Word documents. They will master the software's intermediate features, including advanced page layout, tables, styles, mail merge, and collaboration tools, enabling them to produce professional documents efficiently.