

Microsoft Word Intermediate Course

Your learning needs are at
the heart of what we do.



By FourSquare Training

We specialise in delivering flexible training programmes and the exact topics taught will vary depending upon your learning requirements.

Day 1

Module 1: Microsoft Word Intermediate Course Introduction

- Course Objectives

Module 2: Using Sections in Word

- Next Page Section Breaks
- Continuous Section Breaks
- Odd Even Section Breaks
- Double Column Sections

Module 3: Working with Headers and Footers

- Create a Header and Footer
- Different First Page
- Different Odd and Even Pages
- Different Headers and Footers for Different Sections
- Adding Page Numbers
- Restart Page Numbers in Sections



Module 4: Working with Styles

- Modifying Styles
- Applying Modified styles to 'This Document' or all New Documents
- Creating New Styles
- Style Types (Paragraph, Character, Linked)
- Modify a User-Defined Style
- Create a Custom Character Style

Module 5: Create a Table of Contents

- Create an Automatic Table of Contents from Default Headings
- Updating a Table of Contents
- Create a Manual Table of Contents
- Increasing the Number of Heading Levels
- Re-Ordering Heading Levels

Module 6: Create an Index

- Marking Entries
- Using Bookmarks as Index Marks
- Creating the Index
- Delete, Edit or Add an Index



Module 7: Create Cross-References

- Cross-Referencing to Table of Figures
- Cross-Referencing to a Heading
- Cross-Referencing to a Bookmark

Day 2

Module 8: Track Changes

- What is Track Changes?
- Original Markup
- Original Show Markup
- Final Markup
- Final Show Markup
- Display for Review
- Reviewing Pane
- Add Comments

Module 9: Accept or Reject Changes

- Accept Change
- Accept All Changes
- Accept or Reject Deletions
- Delete Comments
- Exit Track Changes

Module 10: Create an Organisation Chart

- What is an Organisation Chart?
- Create a SmartArt Hierarchy Graphic
- Create a Subordinate Task
- Demote or Promote a Task
- Change the Organisation Chart Color
- Change the Organisation Chart Style
- Format the Organisation Chart Text

Module 11: Insert a Chart

- Insert a Cluster Column Chart
- Editing the Chart Data

Module 12: Record and Use Basic Macros

- What is a Macro?
- Record a Macro
- Apply Text Formatting with a Macro
- Run a Macro

Module 13: Using Mail Merge

- Set up the Main Document
- Connect to the Data Source
- Add Mail Merge Fields
- Edit Recipient List
- Preview and Complete the Merge
- Using existing Lists





Microsoft Word Course Feedback

“The course was tailored to what we will use it for. Everything was explained exactly how we needed it. I wouldn’t have changed anything. A great instructor and a great personality”
Microsoft Word Beginners Course Rugby

“Just wanted to pass on my thanks for a great training session. We will be booking a further 2 sessions in October and January.”
Microsoft Word Intermediate Course Virtual Classroom

“Extremely interesting and useful course. I have learnt so much over the past two days. Very patient and explains everything very well.”
Microsoft Word & Excel Beginners Courses Bicester

“Both the Excel and Word courses were extremely beneficial to me. Lots of short cuts to help me in my work and save me time. Really well delivered courses.”
Word and Excel Beginners Courses Virtual Classroom

“Everything was clearly presented and explained. We had opportunities to ask questions and the training addressed issues specific to our organisation”
Microsoft Word Beginners & Microsoft 365 End User Courses Suffolk

“Just to say thank you thank you THANK YOU!! The trainer was fantastic, really keep the momentum going! We all learned a variety of things in the training session and I have seen various members of the team using some of the tips that we picked up during the training session.”
PowerPoint and Word Intermediate Training London

“Just very happy!”
Microsoft Word Advanced Course Cheltenham

“Highly recommended!”
Microsoft Word Advanced Training Course Leeds

“Fantastic training – thoroughly enjoyed the day. Very informative.”
Microsoft Word Intermediate Course Newcastle

“I found today's course full of useful everyday things which I didn't know.”
Microsoft Word Intermediate Course Manchester

“The trainer kept the two days full however we had plenty of breaks and it was very informative and stopped and supported when we needed it. Excellent from start to finish.”
Microsoft Word Beginners Course Virtual Classroom



Print responsibly.