IDEALYSE

**Microsoft Word
1 day
Intermediate Course**

Aim of the course:

To provide users with an overview of the find and replace facility, indenting and tabulation, the use of tables, applying columns to text, inserting page and section breaks and the option of using mail merge

Topics Covered

Find and Replace Facility
Finding text within a document
Replacing specific text

Mail Merge
Creating a document and data source
Editing data
Merging a document

Tabulation and Breaks
Different forms of tabulation & applying indents
Creating page and section breaks

Introduction to templates
Using templates
Using a fax template
Examining the Normal template

Using Tables
Creating a table
Adding rows/columns
Editing and formatting
Creating a form

Introduction to macros
Creating and assigning macros
Editing and testing macros
Deleting a macro

Keyboard and Windows experience is strongly recommended for students attending this course, and a knowledge of Word to Introduction Level.