



# WORD ESSENTIALS (INTERMEDIATE)

## ONE DAY | INTERMEDIATE WORD COURSE

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### OVERVIEW



This course will teach attendees how to create neat professional looking documents using this applications powerful formatting features and tools. Not only does the course focus on the correct techniques for effective and efficient document creation and formatting, attendees will also learn and develop quicker and easier ways of completing their daily tasks. Course attendees will also discover how to use Microsoft Words' Mail Merge feature effectively as well as develop an understanding of using and creating styles in Microsoft Word.



### WHO SHOULD ATTEND THIS COURSE

Users who want to improve or sharpen their existing basic or intermediate skills in Word. Much emphasis is also placed on the quickest and easiest ways to accomplish activities in Word.

### COURSE DURATION AND VENUE

**DURATION:** 1 full day (9am to 4pm)

**VENUES:** Our Venue | Your Workplace | Virtual (ZOOM / TEAMS) | Online

### MINIMUM ATTENDANCE REQUIREMENTS

Attendees should already have strong keyboard and mouse skills.



SCAN OR CLICK  
QR CODE ABOVE

### CONTENT AND OUTLINE

#### PART 1 - CREATING DOCUMENTS

- Inserting Dates and Times
- Creating and Modifying Paragraphs
- Aligning paragraphs
- Indenting paragraphs
- Spacing between paragraphs
- Adjusting line spacing
- Creating and Editing tab stops
- Creating bulleted and numbered lists
- Use, Create, Edit and Delete Bookmarks

#### PART 2 - WORKING WITH DOCUMENTS

- Headers and Footers
- Creating and Modifying Columns
- Using, Creating, Modifying Tables
- Text Watermarks
- Picture Watermarks

#### PART 3 - GRAPHIC ELEMENTS

- Inserting Pictures into Documents
- Searching for & inserting Pictures and Clipart
- Graphic wrapping and alignment options
- Graphic effects and formatting
- Graphics within Tables

#### PART 4 - DOCUMENTS AND STYLE SETS

- Saving & Converting Documents
- Creating Quick Styles
- Editing Quick Styles
- Formatting a document using Styles
- Creating and Importing Style Sets

#### PART 5 - MAIL MERGE

- Setup the Mail Merge Data Source
- Mail Merging to Letters
- Mail Merging to Labels / Envelopes
- Mail Merging to Email

#### SELF STUDY (MOS CERTIFICATION)

- Apply different views to a document\*
- Apply protection to a document\*\*
- Manage document versions\*
- Share documents\*\*
- Microsoft Drawing Tools & SmartArt\*
- Charts with Microsoft Graph\*
- Save a Document\*
- Applying Themes & Templates to a document\*
- Apply and manipulate page setup settings\*
- Spelling and grammar options\*
- Create Endnotes and Footnotes in a document\*\*
- Create a Table of Contents in a document\*\*

\* Covered in our Word Basics course - but self-study content is provided in the student workbook.

\*\* Covered in our Word Expert course - but self-study content is provided in the student workbook.



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FULL BROCHURE

*What we supply (at no extra charge) when training at your venue*

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support

