D.T.I.
Direct Training Ireland

Course Aims & Objectives

This intermediate course is specifically for those who already very familiar with Microsoft Word and who wish to bring their knowledge to the next level. This course is designed to teach you the best way to lay out a document with particular attention paid to detail.

Who Should Attend?

Before attending this course you need to be familiar with the core functions of Word including how to create a basic document and apply basic formatting and print options.

Course Outline

The course content will include the items listed below. Items not listed here are covered at another level.

- Working With Tabs
  - Understanding Tabs
  - Changing the default tab stop
  - Setting tab markers using the ruler
  - Setting tabs using the dialogue box
  - Using leader tabs
  - Using bar tabs
  - Understanding common tab problems in a document

- Create & Apply Styles
  - Creating and modifying styles
  - Replacing a style
  - Style options
  - Using the style pane
  - Inbuilt styles and the navigation pane

- Use Outline View
  - Working in Outline view
  - Showing and hiding outline levels
  - Promoting and demoting levels
  - Printing your outline

- Master Documents
  - Use outlining to create master and subdocuments
  - Insert documents into a master document

- Page Layout Tools
  - Sections and section breaks
  - Changing orientation within a section
  - Mixing headers and footers
  - Odd/even header and footers
  - Different first page
  - Newspaper columns using continuous section breaks

- Using Tables in Word
  - Column width and row heights
  - Inserting/deleting text, rows and columns
  - Distributing rows and columns evenly
  - Repeating header rows
  - Splitting tables
  - Using formulae in a table

- Word Auto Features
  - Autotext & Autocorrect
  - Creating autotext entries
  - Using Quickparts

Notes and exercise files are available online at
www.dti.ie
The notes will cover Word Levels 1 & 2.
Ongoing email support is offered.