Microsoft Word

Level 2 - Intermediate

1 Day Course

Course Overview

Enhance your Word skills to create professional, structured, and efficiently formatted documents.

Take your Word expertise to the next level by mastering intermediate features that improve document structure, consistency, and productivity. This course focuses on tools and techniques that save time, ensure professional presentation, and enable the creation of complex, multi-part documents suitable for business or professional use. Learners will build on core Word knowledge to manage documents more efficiently, produce polished outputs, and apply advanced formatting consistently.

Who Should Attend?

This course is ideal for:

- Individuals who are comfortable creating basic Word documents and applying simple formatting
- Administrative professionals, office staff, or support personnel responsible for preparing reports, manuals, or proposals
- Anyone seeking to increase productivity by mastering document structure, styles, and layout tools
- Users who want to create professional, consistent, and well-formatted documents efficiently

Required Knowledge:

Participants should be familiar with:

- Creating and saving Word documents
- Applying basic text formatting (fonts, sizes, alignment, bullets, and numbering)
- Simple page setup and printing options

What You Will Learn

Working With Tabs

- Understand tab types and their purpose
- Change the default tab stop
- Set tabs using the ruler or dialogue box

- Use leader tabs for structured lists
- Apply bar tabs to enhance document clarity
- Identify and resolve common tab-related issues

Create & Apply Styles

- Create, modify, and replace styles to maintain consistent formatting
- Explore style options and use the Style Pane efficiently
- Apply built-in styles and navigate documents using the Navigation Pane

Use Outline View

- Work in Outline View to organise content effectively
- Show and hide outline levels for easy navigation
- Promote and demote heading levels for logical structure
- Print documents from Outline View to maintain hierarchy

Master Documents

- Build master and subdocuments for complex projects
- Insert existing documents into a master document for seamless integration

Page Layout Tools

- Use sections and section breaks for precise layout control
- Apply different page orientations within the same document
- Configure mixed, odd/even, and first-page headers and footers
- Create newspaper-style columns using continuous section breaks

Using Tables in Word

- Adjust column widths and row heights for clarity
- Insert or delete rows, columns, and text efficiently
- Distribute rows and columns evenly
- Repeat header rows for multi-page tables
- Split tables to improve readability
- Use formulas within tables for calculations

Word Auto Features

- Use AutoText and AutoCorrect to speed up repetitive typing
- Create custom AutoText entries for frequently used content
- Use Quick Parts to insert reusable content efficiently

Exclusions:

This course does not cover:

- Advanced mail merge operations
- Macros or VBA automation
- Integration with Excel or other Office applications
- Complex document collaboration and track changes beyond basic comments

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Key Learning Outcomes

At the end of this training, you should know how to:

- Organise content efficiently using tabs, styles, and outlines
- Create master documents for large, multi-part files
- Apply advanced page layout tools for professional document design

- Manage and format tables to enhance readability and presentation
- Automate repetitive tasks using Word's Auto Features

Delivery Format

This is a **classroom-based course**. Each participant will have access to a **fully equipped workstation** with Microsoft Word installed. The instructor will guide the course using live demonstrations, practical exercises, and real-time feedback.

Training Environment Includes:

- Individual PCs with **Microsoft Word**
- Course materials and online notes
- Comfortable classroom setting conducive to learning

Participants are **not required to bring their own laptop**.

Recommended Progression Pathway

After completing this course, learners should consider:

- **Microsoft Word – Level 3 Advanced** for mastering advanced document management, automation, and collaboration
- **Microsoft Office Specialist (MOS) Word Certification** for formal recognition of Word proficiency

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Learner Support

Participants will have indefinite online access to all practice files and notes at ***https://www.dti.ie***. Email support will also be offered on items covered during this course at ***support@dti.ie***.