

Microsoft 365 Intermediate 1 Day Course

Overview

This course expands on your basic skills and introduces delegates to useful features that enable you to create complex and professional longer documents with a consistent look and feel. You will use time saving features such as styles, sections and tables as well as looking at more complex printing options using headers and footers. Finally, you will address how to create a mail merge as well as printing envelopes and labels.

Audience

Users who need to expand their basic skills and become more competent in creating and managing more complex documents.

Course Objectives

At the end of this course, delegates will be able to produce and manage longer documents efficiently using a variety of techniques as well as mastering tasks such as printing labels and doing mail merges.



Prerequisites

Delegates should have attended or be familiar with the content of the Word Introduction course.

Course Contents (1 day)

- Working with Tables
 - Inserting/Deleting Rows and Columns
 - Merging and Splitting
 - Changing width and height
 - Changing table alignment
 - Drawing a table
 - Adding Borders and Shading
 - Table Properties
 - Autofit
 - Sorting
 - Converting Text to a Table
 - Performing Calculations
 - Repeating Header Rows
- Formatting Sections
 - Understanding Sections
 - Inserting Section Breaks:–
Next, Continuous, Odd/Even
 - Changing the Page Setup for Sections
 - Using Sectional Headers and Footers
 - Numbering Pages in Sections
- Using Styles
 - Create and apply Paragraph styles
 - Create and apply Character styles
 - Modify styles
 - Organise styles
 - Auto style updating
- Using Multiple Columns
 - Creating newspaper style columns
 - Formatting Columns
 - Inserting Column Breaks
 - Insert non-breaking spaces
 - Balancing Newspaper Columns
 - Text flow options
- Creating Headers and Footers
 - Inserting Headers and Footers
 - Page Numbering & Dates
 - Controlling headers/footers
 - Odd and Even headers/footers
 - Different headers/footers for different sections

- Creating Templates
 - Creating/Modifying/Applying a template
 - Creating a Template based on a document
 - Creating a Template based on a template
 - Copying styles between templates
 - Introduction to Mail Merge
 - Creating a form letter
 - Creating a data source
 - Use criteria to merge
 - Importing data from Excel/Access
- Creating Envelopes and Labels
 - Creating Envelopes
 - Creating Mailing Labels

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.