

Course Content of MS Word Intermediate Level:

Course Outline
Module 1: Advanced Formatting This module explains how to work with formatting features in Microsoft Word.

Lessons

- Shading and Borders
- Exercise: Using Shading and Borders
- Setting Line and Paragraph Spacing
- Changing Styles
- Exercise: Changing Styles
- Paragraph Marks and Other Formatting Symbols
- Exercise: Using Formatting Symbols

After completing this module, students will be able to:

- Use shading and borders to enhance your document.
- To set line and paragraph spacing.
- Format your document using styles.
- Show, hide, and use formatting symbols.

Module 2: Working with Tables This module explains how to work with tables.

Lessons

- Inserting a Table.
- Exercise: Insert a Table.
- Table Styles
- Exercise: Adding Styles to a Table
- Formatting a Table
- Exercise: Formatting a Table

After completing this module, students will be able to:

- Insert a table into a document.
- Format a table using styles.
- Format data within a table.

Module 3: Working with Images This module explains how work with images in Microsoft Word.

Lessons

- Inserting Images
- Exercise: Insert an Image into a Microsoft Word Document
- Placing and Sizing Images
- Exercise: Place and Size an Image in a Microsoft Word Document
- Wrapping Text around an Image
- Exercise: Wrapping Text around an Image
- Adjusting Images
- Exercise: Adjusting Images in Microsoft Word

- Borders and Effects
- Exercise: Adding Borders and Effects to Images in Microsoft Word

After completing this module, students will be able to:

- Insert images into a Microsoft Word document.
- Place and size images in a Microsoft Word document.
- Wrap text around images.
- Adjust the look and feel of images.
- Add borders and effects to images.

Module 4: Page Layout This module explains how to work with page layout options in Microsoft Word.

Lessons

- Orientation and Paper Size
- Working with Columns
- Exercise: Changing the Page Setup
- Advanced Formatting
- Working with Fields
- Page and Section Braks
- Exercise: Adding Page and Section Breaks

After completing this module, students will be able to:

- Set the page orientation as portrait or landscape.
- Set the print size of the paper.
- Split your text into multiple columns.
- Add page breaks.
- Add section breaks.

Module 5: Working with Illustrations This module explains how to work with illustrations in Microsoft Word.

Lessons

- ♣ Adding and Editing Charts
- ♣ Exercise: Working with Charts
- ♣ Working with Clip Art
- ♣ Exercise: Working with Clip Art
- ♣ Using Shapes
- ♣ Exercise: Adding Shapes
- ♣ Working with SmartArt
- ♣ Exercise: Working with SmartArt
- ♣ Creating Captions
- ♣ Using Building Blocks
- ♣ Exercise: Insrtng a Building Block in Your Document

After completing this module, students will be able to:

- Insert charts into Microsoft Word documents.
- Edit charts in Microsoft Word documents.

- Use clip art to illustrate your documents.
- Insert shapes into Microsoft Word documents.
- Use SmartArt to illustrate your documents.
- Use Captions.
- Use Word Building Blocks.

Module 6: Viewing Your Documents This module explains how to use various features to view your documents in Microsoft Word.

Lessons

- Document Views
- Using the Navigation Pane
- Multiple Windows
- Exercise: Working with Multiple Windows

After completing this module, students will be able to:

- Show and hide the navigation pane.
- Use the Navigation pane to quickly get to different sections of documents.
- Use the Navigation panel to reorganize documents.
- Use the Navigation pane to search within your document.
- Use multiple windows to view different parts of one document at the same time.
- Use multiple windows to view multiple documents at the same time.

Module 7: New Features Since 2013 This module explains how to edit PDFs and use live layout and alignment guides, two features new since 2013.

Lessons

- Editing PDF Documents in Microsoft Word
- Exercise: Editing a PDF in Word
- Using Live Layout and Alignment Guides