



Microsoft Word Intermediate

Structured Business Documents - Course Outline

Course overview. This one-day, instructor-led course builds on Word Basic. Delegates learn to produce longer and more structured business documents, work with templates and mail merge, and review documents with colleagues using comments and tracked changes.

Duration	Level	Delivery	Certificate
1 day	Intermediate	Onsite or virtual	Electronic attendance certificate

Course Objectives

- Find and replace text and navigate longer documents efficiently
- Control page flow with page breaks, section breaks and keep-together options
- Create headers, footers, page numbering and fields
- Build bulleted, numbered and multilevel lists
- Use columns, borders, symbols and simple graphics to improve layout
- Work with templates and reusable building blocks
- Create letters and labels with mail merge
- Review documents with comments, tracked changes and document comparison
- Protect documents and add hyperlinks

Course Content

1. Working with Longer Documents

- Finding and replacing text
- Using the Navigation pane
- Keeping text together and controlling page flow
- Page and section breaks
- Copying and moving text between documents

2. Headers, Footers and Fields

- Creating headers and footers
- Page numbering
- Inserting fields such as the date and file name
- Checking word count and document properties

3. Lists and Outlines

- Bulleted and numbered lists
- Multilevel lists
- Working in Outline view

4. Layout and Visual Elements

- Newspaper-style columns
- Borders and shading
- Drop caps
- Inserting symbols and special characters
- Adding shapes and WordArt

5. Templates and Building Blocks

- Using existing templates
- Creating a document template
- Working with building blocks and Quick Parts

6. Mail Merge

- Understanding mail merge
- Merging letters with a data source, such as an Excel list
- Merging labels and envelopes
- Previewing and completing a merge

7. Reviewing Documents

- Working with comments
- Tracking changes
- Accepting and rejecting changes
- Comparing documents

8. Links, Translation and Protection

- Inserting hyperlinks
- Translating text
- Protecting a document

Practical Workplace Application

Exercises use realistic business documents such as multi-page reports, standard letters, mail-merged correspondence and documents reviewed by more than one person.

Progression

Delegates who are comfortable with these skills can progress to Word Advanced - Professional Documents, Forms and Automation.