



RTO Number: 40732

Australian NIT College Pty Ltd  
trading as  
Swan Institute Australia



CRICOS Provider Code: 03376K

## Word Intermediate

### Target Audience & Purpose

Word Intermediate is for self-taught users to enhance their knowledge. It is a pre-requisite for the Advanced course

### Course Aims

By the end of the course participants should be able to:

- Set Tabs
- Insert and work with Tables
- Apply paragraph numbering
- Work with Headers and Footers
- Create sections to enhance the display of the document
- Mail merge form letters and labels

### Setting Tabs

Working with Tabs  
Setting Tabs Using the Ruler  
Setting Tabs Using the Format Tab Dialog Box  
Using Tab Leaders  
Create A Bar Tab

### Tables

Create a Table  
Navigate in a Table  
Enter Text in a Table  
Use Table Styles  
Hide and Show Gridlines  
Use the Draw Table Feature  
Convert Existing Text into a Table  
Insert Quick Tables

### Paragraph Numbering

Type a Numbered or Bulleted List  
Add or Remove Numbers or Bullets  
Add or Delete a Numbered or Bulleted Item  
Change a Bullet or Number Style

### Working with Headers and Footers

Creating Headers/Footers using the Galleries  
Inserting Page Numbers using the Gallery  
Inserting the Current Date  
Creating a First Page Header/Footer  
Alternating Odd and Even Headers/Footers

### Sections

Working with Section Breaks  
Insert A Next Page Section Break  
Insert A Continuous Section Break  
Insert An Odd Page Section Break  
Insert An Even Page Section Break  
Formatting A Section  
Removing a Section Break  
Inserting Automatic Section Breaks  
Modifying a Section Break

### Using Mail Merge

Working with Mail Merge  
Starting Mail Merge  
Using the Mail Merge Wizard  
Creating a Recipient List  
Customising Columns in a Recipient List  
Rearranging Columns in a Recipient List  
Saving a Recipient List  
Entering Records into a Recipient List  
Sorting Records to be Merged  
Highlighting Merge Fields  
Inserting Merge Fields in a Document  
Previewing Merged Data  
Merging to a New Document  
Sending Email Messages



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## **Merging Mailing Labels**

Using Mailing Labels  
Creating Mailing Labels  
Selecting Label Options  
Attaching a Data Source  
Inserting Label Merge Fields  
Merging Labels to a New Document

## **Course Duration**

One Day      9:00am to 4:00pm