

# PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

## INTERMEDIATE MICROSOFT WORD Course Specification



Columns

Graphics

Tables

Newsletters

Mail-Merge

Watermarks

Headers

Borders

Drawing

"I would like to know how to combine Addresses and Documents and how to Create Stunning Company Newsletters". Microsoft Word has extremely good Desktop Publishing qualities. This course shows you how to build effective presentations and documents. In addition it tackles the problems of Mail Merge where one document and one data source can be combined to create individual letters. Ideal for Mail Shots and Marketing providing that personal touch with your clients. Use this course in conjunction with the Introductory Microsoft Word course and you will have excellent skills to create any manner of documentation and presentation materials.

### Hands on

Throughout this course, you will have full access to a Personal Computer, and the "Hands On" exercises will guide you through the creation of customised Documents and Presentations.

Throughout the day, there are various tasks to exercise the new skills that you are developing, and these exercises include:

- Using Find & Replace to work upon Text, Colours, Styles, Fonts and Attributes
- Creating Headers and Footers, with Page Numbering and Separator Lines
- Create a Data Source and Mail Merge Document, Merge to labels and Merge to Envelopes
- Inserting Columns and Graphics
- Creating Powerful Tables to create Forms and perform Calculations within Cells

### Course Benefits

Once you have completed this course, you will have the knowledge required to create stunning Newsletters, and to perform Mail Merging to your documents, labels and envelopes.

In this "Hands on Course" you will gain the skills needed to build effective and exciting documents with Microsoft Word, you will learn to use the powerful capabilities of Microsoft Word to integrate Columns, Graphics, Tables, Headers and Footers, Drop Capitals, and be able to set document Defaults.

### Course Details

Duration 1 Day

Cost £150.00 + VAT

Location Pelham Business Centre

Follow Up Advanced Word

## Intermediate Microsoft Word

### Course Content

- Using Find and Replace for both Text and Formats
- Using the Go To Function
- Setting up Headers and Footers
- Inserting Page Numbers and Page Codes
- Mail Merge to Documents
- Mail Merge to Labels
- Mail Merge to Envelopes
- Creating a Word Data Source
- Understand Data Source Options
- Setting up Columns & Multi Column Layouts
- Using Column On and Column Off Skills
- Creating Borders & Shading
- Using Special Effects
- Setting up and using tables
- Formatting Tables
- Aligning Text within Table Cells
- Rotating Text within Table Cells
- Setting Document Defaults



Once you have completed this course, you will be able to:

- Use Columns to create stunning Newsletters
- Insert and Manipulate Graphics
- Adjust Photographs
- Create Watermarks
- Perform Mail Merge to Documents, Labels and Envelopes
- Create Customised Tables
- Merge Cells and Change Text Orientation
- Set Document Defaults
- Create Customised Headers and Footers with automatic page numbering



To Book your Course, Please Telephone Andrew on 01472 321703 or 07812 456820

### PROCOMP SOLUTIONS LTD

Holme Farm Cottage  
15 Woad Lane  
Great Coates  
DN37 9NB