

**Microsoft Word: Intermediate Level**

**Category:**

Computers

**Course Prerequisite:**

None

**Course Length:**

6 hours

**Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Description:**

Students are taught how to organize information using tabs and tables to make documents easier to read and more visually appealing. We also discuss tricks for creating documents with multiple columns and text that wraps around graphics. Users learn how to create mail merges, labels, directories, and envelopes.

**Core Competencies & Benefits:**

* Tabs
* Setting tabs
* Moving tabs
* Removing tabs
* Setting tab leaders
* Tables
* Creating tables
* Formatting tables
* Adding and deleting rows and columns
* Inserting formulas in tables
* Merging cells
* Drawing unconventional tables
* Inserting blank Excel spreadsheets
* Creating newspaper columns
* Wrapping text around graphics
* Inserting and deleting page breaks and column breaks
* Working with graphics
* Inserting graphics
* Resizing a graphic
* Wrapping text around graphics
* Adding and editing WordArt
* Inserting SmartArt graphics
* Creating and applying styles
* Setting up mail merges
* Displaying the mail merge toolbar
* Creating a new data source
* Selecting an existing data source
* Creating a mail merge letter
* Creating a single label
* Creating many labels at the same time
* Creating a single envelope
* Creating many envelopes at the same time
* Creating a directory