



ZING365
Learning without limits

WORD INTERMEDIATE WEBINAR

WHAT WE WILL COVER

- Skills refresh, file management
- Selecting text, search and replace
- Additional file functions/properties
- 'Save As' security options
- Additional formatting
- Borders and shading, line spacing, formatting tabs
- Bullets and numbering
- Detailed bullets
- Graphics and objects, working with tables
- Working with tables
- Working with columns, graphics, pictures and drawings
- Extra drawing techniques other functions
- AutoCorrect, AutoText
- Pasting and linking external objects (Excel)
- Using the mail merge function
- Printing documents, preparing the document for printing



PART OF THE DWF GROUP

SUMMARY

The objective of this course is to consolidate existing knowledge and to further enhance it with our experience of enhancing documents using bullets and numbering, sections, tables and graphics.

OBJECTIVES

By the end of this course you will;



Create and amend bullet points and numbering



Create tables and use columns



Use the graphics features within Word