

Digital Skills

Microsoft Word – Intermediate

Course Details

Price

£235.00

CPD Points

4.00

Length

Half day (09:00-13:00)

Course Overview

This course will extend delegates existing skill set and will give valuable pointers on how to maximise the features and functionality available in Microsoft Word. This will enhance both the aesthetics and readability of documents, whilst easily maintaining consistency throughout all its pages with minimal effort.

Content

Tables

- Create a Table
- Insert and delete rows
- Formatting
- Converting text to table or vice versa

- Calculating options
- Using the Auto-Fit options
- Table properties

Graphics

- Using shapes and text boxes
- Insert pictures
- Wrapping text around objects
- Creating a Chart
- Linking a Chart from Excel
- Using SmartArt Graphics to create diagrams such as organisational and process charts, Pyramids etc.

Styles

- Creating, modifying, and using Styles
- Auto production of a Table of Contents
- Navigation Pane
- Using Section Breaks
- Different Headers and Footers
- Using document field information
- Page numbering

PDFs

- Creating a PDF from Word document
- Emailing directly from Word as a PDF document
- Converting a PDF to a Word document

Prerequisites

No experience of MS Word is required although a working knowledge of Windows is essential.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Susan Watson

Susan Watson is a senior consultant and director with over 15 years' experience delivering business and technology solutions across finance and professional services. She specialises in making complex tools like Excel practical and accessible, with a focus on real-world application such as reporting, data analysis, and improving efficiency.