



# eTraining & Services

Providing you with the Dedication and Quality you deserve.

## Microsoft Word – Intermediate Level

### Getting Started

- Opening Microsoft Word
- Parts of the Microsoft Word Window
- Menus and Dialog Boxes
- Getting Help
- Using the Office Assistant
- Managing Files: Saving and Locating Documents

### Editing

- Viewing Documents
- Navigating Through a Document
- Inserting, Deleting & Overtyping Text
- Click and Type
- Selecting Text - Moving, Copying and Deleting Selected Text
- Using the Clipboard
- Quick Fixes: Undo/Redo, Repeat, AutoText, AutoCorrect, Changing Case
- Finding and Replacing Text
- Spelling Checker, Grammar Checker & Thesaurus

### Formatting

- Formatting Characters
- The Format Painter
- Styles
- Bullets & Numbering
- Creating an outline numbered list
- Hyphenating Text
- Tabs
- Creating Tables using the Table menu
- Indentation
- Sections
- Columns
- Headers, Footers and Page Numbers
- Margins, Paper Size and Page Orientation
- Inserting and Formatting a WordArt object

### Special Features

- Using the Drawing Toolbar
- Highlighting Important Text
- Inserting Symbols and Special Characters
- Indexes
- Tables of Contents

### Printing

- Quick Printing
- Printing Part of a Document
- Printing Selected text
- Envelopes & Labels