

## Word Intermediate

This course is for those who know the basics of Word. The tools learned in the course lessons will allow the student to have greater control of text flow and graphics placement. Formatting of tabs (which is essential to form design) is also covered. Students will also learn customize bullets, divide text into columns, understand the headers and footers layers, create a complex table, search for clipart and photos using the clipart task pane, and customize WordArt.

### Course Length

4 hours

### Course Objectives

1. Understand paragraph formatting (line spacing, indenting, spacing before and after paragraph)
2. Create a form using tabs
3. Know how to customize bulleted text
4. Know how to divide pages into columns
5. Know how to insert clip art and photos into text
6. Know how to insert WordArt and use the toolbar to customize the various aspects of WordArt
7. Understand how to create tables from scratch
8. Know how to insert text into both headers and footers

### Course Lessons

- Paragraph formatting
- Using tabs in a document
- Applying bullets to text
- Applying columns to text
- Working with graphics and text
- Using WordArt
- Creating tables
- Inserting headers and footers

### Course Materials Supplied

- **Course Booklet**  
Every participant receives a booklet that contains course notes, a listing of Internet resources and additional tips and tricks.
- **Free CD**  
Contains Word resources such as templates and Word documents containing links to Free Tutorials and Tips & Tricks Websites.

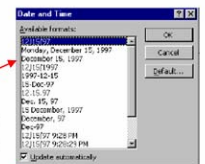
#### Inserting a Date and Adjusting the Zoom Tool

When beginning a letter, you don't have to manually type the current date. There is a menu option that inserts the current date. You also can view your document at different zoom levels using the zoom tool.



#### Mouseclick: Insert Current Date and Adjusting the Zoom

1. Go the menu toolbar and select **Insert** then **Date and Time**.
2. In the Language Box make sure English is selected then select the **third format** in the **Available Formats** window. This is the most common format for business letters.  
Example: December 29, 2004



Click the **Update Automatically** check box. Now each time you edit the letter the date will update automatically.

