

## **WORD INTERMEDIATE**

### **The course**

Our "Word Intermediate" training workshop is a practical session giving you the opportunity to develop your skills to create and edit more complex documents.

### **Is it for you?**

The course is aimed at people who have undertaken the Word Basics course, or who have an equivalent knowledge of Word. You may be employed, or be looking for work, and need to improve and extend your Microsoft Word skills. Anyone who is going to be using Word at home is also welcome.

- Additional formatting (*eg using Format Painter, WordArt, borders and shading, page borders*)
- Inserting special characters, fractions, symbols, superscript/subscript etc
- Inserting pictures
- Creating and using text boxes
- Creating simple tables to display information
- Sorting a column
- Making use of AutoCorrect, AutoFormat and Building Blocks
- Using page breaks
- Customizing headers and footers
- Editing partly completed draft documents
- Creating a letter using a business-acceptable layout
- Creating and saving templates
- Protecting a document (*creating a password or applying "read only"*)

### **The outcome**

After the session you will be able to:-

- Create, edit and complete business letters and multi-page documents using generally accepted layout conventions
- Display text and pictures in a variety of ways
- Enhance the document with a variety of "special effects"
- Use a variety of "auto" tools to assist accuracy and consistency
- Use Building Blocks to insert repetitive standard paragraphs
- Use templates and document protection for saving your own document design

## The next course

This course is offered approximately once a month, 10 am - 3 pm in the Training Room at Airedale Enterprise Services, Sunderland Street, Worth Way, Keighley, BD21 5LE. To find out about the next available date, please ring 07908 476547, or go to <https://moorsidetraining.co.uk/> and click on the link to "Contact".

## Cost and enrolment details

The course costs £60 + VAT and includes refreshments and your own personal copy of the course handbook.

To book a place, you will need to contact Moorside Training (details above).

If you have any queries about the course content, please email [moorsidetraining100@gmail.com](mailto:moorsidetraining100@gmail.com) and include a telephone number if you would like us to call you back to discuss.

## Moorside Training

*Correspondence address:-*  
17 Grange Road, Riddlesden  
Keighley, BD20 5AB

*Tel:* 07908 476547  
*Email:* [moorsidetraining100@gmail.com](mailto:moorsidetraining100@gmail.com)  
*Website:* [www.moorsidetraining.co.uk](http://www.moorsidetraining.co.uk)

