



## Intermediate Word

### Objective

The objective of this course is to enable the trainee to understand some of the more in depth features in Word like formatting objects, introducing sorts and formulas into Tables and creating a simple Word macro. We will look in depth at Mail merge from external data sources and look at creating Tables of Contents and creating protected forms.

### Key Content

- Inserting objects into a document
- Customising the workplace
- Simple Macros
- Inserting multiple Columns and section breaks
- Sorting and Formulas in Tables
- Autotext, Autocorrect, Styles
- Mailmerge using a created datasource
- Mailmerge from an Excel spreadsheet
- Mailmerge with form letters and with Mailing labels
- Protecting documents, Using Templates and Forms
- Table of Contents