Course Outline

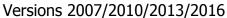## Word – Intermediate Part II
Versions 2007/2010/2013/2016

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Program Objectives: Students will learn additional intermediate skills including: Fields, Auto Correct, Graphics, Joining Tables, and Macros using Microsoft Word.

- Moving Around the Word Screen
- Selecting Text to Change
- Opening Word Files Quickly
- Opening Multiple Word Files
- Combining Word Files
- Deleting Word Files
- Removing Dialog Boxes
- Quick Menus
- Changing View Modes
- Fields
  - Date
  - Time
  - Page Number
  - Filename
  - Fill-In
  - Updating Fields
- Special Word Characters
- Show/Hide Button
- Revealing Formatting Codes
- View/Zoom Control
- Editing a File in Print Preview
- Shrink to Fit Feature
- Font Changes
- Changing the Default Font
- Quick Format Feature
- Removing All Formatting at One Time
- Drop Caps

- Auto Correct Feature
- Find Feature
- Find and Replace Feature
- Printing Selected Text
- Changing the Paper Orientation
- Creating Symbols
- Thesaurus Feature
- Joining Two Tables Into One Form
- Table Auto Format Feature
- Tips for Forms
- Text in a Box
- Indenting From Left and Right Margins
- Flush Right Tabs With Leaders
- Flush Right Tabs Without Leaders
- Returning to Default Tabs
- Sorting/Alphabetizing Features
- Sorting Paragraphs
- Graphics
  - Lines
  - Full Page Borders
  - Editing
- Macros
  - Quick Macro Record Steps
  - Recording a Macro
  - Running a Macro
  - Deleting a Macro
- Exiting From Word

Course Prerequisite
Must have Word – Intermediate Part I or equivalent experience

(4 CPE Credits)