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## Microsoft Word – Intermediate

**Description:** This course is dedicated for people who within their work duties prepare various types of documents. The program of the course covers issues such as: introduction, text editing and formatting, working with tables, insertion and use of graphics, adapting the program for individual needs.

**Duration:** 16 hours

**Initial requirements:** Basic ability of using computer a working on the Windows operating system and completion of the basis course or an equivalent level of knowledge.

**For whom:** This course is dedicated for people working in the sales, marketing and logistics departments. Everywhere where it is necessary to edit or create simple documents, the abilities learnt at this course will bring measurable benefits in the form of reducing the time necessary to prepare a document.

### Module: Basic (MSWD01) – KNOWLEDGE SYSTEMATISATION

- 1) **Basic skills**
  - a. Page, document, font, paragraph
  - b. White Characters - Space, New Paragraph, Tab, Line Break
- 2) **Text input and editing - type and replace mode**
- 3) **Formatting**
  - a. Methods of selecting text using the mouse and keyboard
  - b. Formatting the font
  - c. Formatting a paragraph
- 4) **Bullets and numbering**
- 5) **Tabs**
- 6) **Page numbers**
- 7) **Inserting symbols**
- 8) **Inserting date**
- 9) **Printing**

### Module: Table (MSWD02)

- 1) **Create a table**
- 2) **Modify a table**
  - a. Inserting rows
  - b. Inserting columns
  - c. Split cell
  - d. Merge cells

**3) Applying styles to tables****4) Data**

- a. Sorting table data
- b. Using formulas
- c. Converting

**Module: Charts, diagrams and drawings (MSWD03)****1) Create charts**

- a. Criteria for selecting the chart type
- b. Concept of series and categories of data
- c. Source data

**2) Excel charts****3) Editing charts****4) Creating Organizational Schemes****5) Visualization of processes - SmartArt diagrams****6) Drawings**

- a. Inserting graphics
- b. Editing
- c. Positioning

**Module: Templates (MSWD04)****1) Style**

- a. Creating a font style and paragraph
- b. Modification of style

**2) Section concept and inserting division marks****3) Header, footer - creation and modification**

- a. Different versions of the header and footer within a single document
- b. Even and odd pages

**4) Templates**

- a. Creating a document template
- b. Availability of styles
- c. Loading and releasing templates
- d. Copying and moving template components - Organizer
- e. Global template

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**Module: Word options - AutoCorrects (MSWD08)**

- 1) **AutoCorrects**
- 2) **AutoText**
- 3) **AutoFormat**
- 4) **Smart tags**
- 5) **Language tools**
  - a. Dictionary
  - b. Thesaurus