



How-To Session MICROSOFT WORD INTERMEDIATE

Coordinator | Occupational Training

Target Audience | Individuals who possess a good working knowledge and understanding of the concepts covered in Word - Beginner

Overview

The goal of this course is to explore intermediate uses of Microsoft Word through an interactive, hands-on session.

Program Content

- Write & Edit
 - Insert Hyperlinks
 - Remove Hyperlinks
- Format Text
 - Apply styles
 - Apply themes
- Lay out pages
 - Create newsletter columns
 - Add a border to a page
 - Insert a header or footer
 - Insert page numbers
 - Insert a page break
 - Insert a table of contents
- Insert tables, pictures, & watermarks
 - Insert pictures
 - Insert icons
 - Insert a watermark
 - Rotate a picture or shape
 - Wrap text around a picture
- Share
 - Convert or save to PDF
- Bonus
 - Keyboard shortcuts
 - Mouse shortcuts

Enroll Now

Email: Fm-Training@virginia.edu

Please include your name
and computing ID