Overview
The following are suggested topics for this level of the package:

- Revision of introductory topics
- Using the task pane (if relevant version) including the clip board
- Indents and tabs
- Customising bullets and numbers
- Using outline numbering
- Creating and manipulating a table
- Working with columns
- Section breaks – how to create and use sections
- Landscape and Portrait within a document
- Using Headers and Footers with page numbers
- Headers and Footers combined with section breaks
- Creating and storing a document template
- Understanding why templates are important
- Understanding and using mail merges
- Envelope and Label Options
- Inserting dates and symbols
- Working with lists

How to book
To book this training please contact WorkforceDevelopment@southend.gov.uk

Need Identified: This one day intermediate course will move on to more advanced formatting functions, working with longer documents, merging data from a database into Word templates, and producing more interactive documents.

Desired Outcomes: By the end of this course you'll be a power user of Microsoft Word and will feel confident using all the desktop features of this application.