**Cornwall Computer Training**

# Word Intermediate
# Objectives for a One-day Course (6 hours)

## Creating and Modifying Styles

## Inserting and Modifying Drop Caps

## Inserting and Formatting WordArt

## Advanced Page Settings

- Controlling orientation
- Columns
- Hyphenation
- Page and Section Breaks
- Line Numbering

## Advanced Headers and Footers

## Creating and Managing Building Blocks

## Applying and Customising Themes and Style Sets

## Customising Word Options

## Inserting and Formatting Graphics

- Pictures
- Shapes
- SmartArt
- Text Boxes

## Navigation Tools

- Bookmarks
- Cross-references
- Hyperlinks

## Creating and Manipulating Tables

## Introduction to Mail Merge

## Optional Extras:

- Charts in Word
- Importing and embedding or linking content from other files