



**ZING365**  
Learning without limits

# WORD INTERMEDIATE WEBINAR

## WHAT WE WILL COVER

- Skills refresh, file management
- Selecting text, search and replace
- Additional file functions/properties
- 'Save As' security options
- Additional formatting
- Borders and shading, line spacing, formatting tabs
- Bullets and numbering
- Detailed bullets
- Graphics and objects, working with tables
- Working with tables
- Working with columns, graphics, pictures and drawings
- Extra drawing techniques other functions
- AutoCorrect, AutoText
- Pasting and linking external objects (Excel)
- Using the mail merge function
- Printing documents, preparing the document for printing



PART OF THE DWF GROUP

## SUMMARY

The objective of this course is to consolidate existing knowledge and to further enhance it with our experience of enhancing documents using bullets and numbering, sections, tables and graphics.

## OBJECTIVES

**By the end of this course you will;**



Create and amend bullet points and numbering



Create tables and use columns



Use the graphics features within Word