

**BRIEF DESCRIPTION**

This class will cover intermediate application skills, quickly teaching students the more advanced skills they need to complete more complicated tasks.

**PREREQUISITES**

Understanding of the Windows operating environment, keyboard ability, and Word Brief or Word Basic.

**INSTRUCTIONAL METHODS**

Lecture and Hands-on exercises

**CLASS OBJECTIVES**

By the end of this class, you will be able to:

- Illustrating Documents with Graphics
- Creating a Web Page
- Merging Word Documents
- Working with Styles & Templates
- Developing Multi-Page Documents

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**CLASS OUTLINE**

**Illustrating Documents with Graphics:**

Adding & Resizing Graphics  
Positioning Graphics  
Creating Text Boxes  
Creating AutoShapes  
Using the Drawing Canvas  
Formatting WordArt  
Creating Charts

**Creating a Web Page:**

Creating a Web Page  
Formatting a Web Page with Themes  
Illustrating a Web Page with Graphics  
Saving a Document as a Web Page  
Adding & Modifying Hyperlinks  
Previewing a Web Page in a Browser

**Merging Word Documents:**

Creating a Main Document  
Designing a Data Source  
Entering and Editing Records  
Adding Merge Fields  
Merge Data  
Creating Labels  
Sorting & Filtering Records

**Working with Styles & Templates:**

Create and Modify paragraph styles  
Create and Modify character styles  
Create List and Table Styles  
Rename, Delete, and Copy Styles  
Create a Template  
Revise and Attach a Template

**Developing Multi-Page Documents:**

Build a Document in Outline View  
Work in Outline View  
Add Footnotes and Endnotes  
Navigate a Document  
Generate a Table of Contents  
Generate an Index  
Modify Pages in Multiple Sections  
Work with Master Documents