A Special Program from the
Office of Human Resources – Training

MICROSOFT WORD INTERMEDIATE

PROGRAM OVERVIEW:
This course is designed to enhance the word processing skills obtained in the introductory
WORD course. Tables, glossaries, templates, footnotes, newspaper columns, and merges
will be covered, along with an introduction to styles, and macros. Mastery of the concepts in
Microsoft WORD Introduction is a prerequisite for this course.

COURSE OUTLINE:

I. Customizing the WORD screen and toolbars
II. More on tables
- Converting text to tables
- Modifying and formatting tables
- Using the Table Wizard
- Performing calculations in tables
- Creating graphs
III. Creating, modifying, and printing Autotext entries
IV. Applying, creating, redefining, and sharing styles
V. Using templates
VI. Introduction to merging
- Creating data and the main document
- Merging data with the main document
- Managing merges
VII. Creating, assigning, editing, and testing Macros
VIII. Using newspaper columns
- Adding graphics
- Hyphenation techniques
IX. Locating and managing documents
X. Using Mail Merge for mailing labels and envelopes

Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus

Please complete the registration form and Needs Assessment Survey
and return to the Office of Human Resources – Training
to register for this computer workshop.