

# ICT Short Course

## Word Intermediate



### Aims:

For participants to further their knowledge of Word from a basic to intermediate degree (please see below objective/key points for more information)

### Objectives:

- The opening recap will ensure participants are able to set up a word document with some simple attributes (such as basic text manipulation etc)
- Participants shall be able to utilise more advanced areas of the Word program
- Participants shall be able to carry out an intermediate brief on their own using the skills gained during the course

### Designed for:

Those who are self-taught in their Word skills. Especially suited to those who are able to use Word but would like to get the most from it, covering areas that are relevant to their work with functions that are used across the board

### Key points:

- Tabs (and how to use them effectively)
- Pagination: margins, printing, page set up in general
- Brief overview of file management
- Inserting pictures from file, using the Internet to search for pictures/objects
- Headers and Footers
- Tables: Designing and Creating
- Clip Art and Word Art
- Headings and Styles
- Bullets and Numbers