

## Word Intermediate

### Review Exercise

- *Bullets and Numbering*
- *Automatic Bullets and Numbering*
- *Applying Bullets and Numbering to Text.*
- *Customising Bullets*
- *Creating an Outline List*
- *Borders, Lines and Shading*
- *Adding Borders*
- *Removing Borders and Shading*

### Working with Sections

- *Creating a New Section*
- *Column Formatting.*
- *Headers and Footers.*
- *Page Numbering*

### Proofing Tools

- *Automatic Spell Checking*
- *Spell Checking Selected Text or the Whole Document*
- *Hiding Spelling and Grammar Errors*
- *Using the Thesaurus*
- *Finding and Replacing Text*

### Productivity Tools

- *AutoCorrect, AutoText and Auto Formatting*
- *Applying Styles*
- *Creating Envelopes and Labels*

### Tables

- *Drawing a Creating a Table*
- *Moving the Insertion Point.*
- *Modifying a Table*
- *Merging and Splitting Cells.*
- *Table Borders*

### Graphics

- *Inserting Clip Art.*
- *Using WordArt*
- *Creating Drawings*

- *Drawing AutoShape Objects*
- *Changing the Properties of Objects*

### **Templates**

- *Creating Documents From Templates*
- *Creating and Modifying a Template*
- *Attaching a New Template*
- *Loading Global Templates*

### **Word and The Internet**

- *Creating Hyperlinks*
- *Saving a Word document as a Web Page*
- *Creating a new E-Mail message with Word*
- *Sending documents via E-Mail*