

Word Intermediate Course Outline

Day 1	Day 2
<p>Module 1 – Integrate Excel and Word</p> <ul style="list-style-type: none"> • Import an excel workbook to word • Link an Excel chart with Word • Modify the Excel data and update links. 	<p>Module 4 – Mail Merge Docs</p> <ul style="list-style-type: none"> • Create a merge document • Find or add recipients • Insert the fields • Review the results • Edit and Print
<p>Module 2 – Create and Use QuickParts</p> <ul style="list-style-type: none"> • Create and modify QuickParts • Work with Document Properties • Organize your building blocks 	<p>Module 5 – Work with Styles.</p> <ul style="list-style-type: none"> • Create and modify styles • Work with the Style Box Adding a Table of Contents field • Use reveal formatting
<p>Module 3 – Work with Section Breaks</p> <ul style="list-style-type: none"> • Add page breaks and column breaks • Insert section breaks • Modify various sections in the document 	<p>Module 6 – Work with Indexes</p> <ul style="list-style-type: none"> • Create an Index • Work with ancillary tables
<p>Appendix A-Create Forms</p> <ul style="list-style-type: none"> • Create and Modify Forms • Protect the Forms. 	<p>Appendix B –Tracking Changes</p> <ul style="list-style-type: none"> • In-Line • Balloons