

## MS Word Intermediate Agenda

<b>Exercise 1</b>	<b>Templates</b> Using templates
<b>Exercise 2</b>	<b>Charts</b> Inserting charts into a word document and amending the data within these.
<b>Exercise 3</b>	<b>Styles and Format Painter tool</b> Applying character and paragraph styles Using the Format Painter tool to copy formatting
<b>Exercise 4</b>	<b>Page numbering and Table of Contents</b> Inserting page numbers Inserting page breaks Creating and updating a table of contents
<b>Exercise 5</b>	<b>Headers and Footers</b> Inserting and formatting headers and footers
<b>Exercise 6</b>	<b>Mail Merge</b> Carrying out a mail merge using an existing data source Creating and modifying a data source
<b>Exercise 7</b>	<b>Spacing, hyphenation and user options</b> Applying spacing within and between paragraphs Applying automatic hyphenation to a document Customising user options such as default file location
<b>Exercise 8</b>	<b>Working with Drawing Objects</b> Inserting drawing objects Moving, ordering and resizing these
<b>Exercise 9</b>	<b>Working with Clipart and Pictures</b> Inserting clipart and pictures Moving, copying and resizing these