

# Word Intermediate

## Course Outline

### Course Objective

This course is intended for those who want to expand their Word skills to include advanced formatting, references, sharing, graphics, and saving in various formats. It is an ideal course for those whom have taken the Introduction class and need a little additional Word instruction.

### Agenda

1. : Shapes, WordArt, and SmartArt
  - a. Shapes and text
  - b. SmartArt
2. Managing documents
  - a. Custom themes
  - b. Building blocks
  - c. Section breaks
  - d. Page backgrounds
3. Styles
  - a. Character styles
  - b. Paragraph styles

4. References and hyperlinks
  - a. Reference notes
  - b. Table of contents
  - c. Hyperlinks
  
5. Navigation and organization
  - a. Navigating documents
  - b. Master documents
  
6. Saving and sharing documents
  - a. Saving and sending
  - b. Comments
  - c. Protecting documents

**Course Length:** 1 Day

**Prerequisite:** Microsoft Windows experience