

## Microsoft Word: Tips and Tricks Intermediate

- Create letters, fax forms and multi-page documents
- Format text and tables
- Insert graphics
- Spell Check and Grammar Check
- Work in Print Preview
- Autocorrect and Autoformat
- Work with shortcuts
- Tabs
- Page Setup and Page breaks
- Headers and Footers
- Work with various views
- Date and Time
- Copy and Paste data
- Find and Replace data
- Undo mistakes
- Work with bullets
- Create a newsletter, a flier and forms
- Mail Merge
- Format Painter
- Advanced Tables
- WordArt
- Create forms
- Drop Caps
- Work with formulas and sorting
- Import external data (PowerPoint, Excel, Explorer)
- Drawing Toolbar

- Create labels and business cards
- Autoformat
- Autotext and Spike
- Work with multiple windows
- Insert Symbols