Course Title: Intermediate Word in a Day

Course Description:
Add to basic Word skills by learning production techniques. Create multiple column documents; use search and replace functions, headers and footers, page numbering, advanced tables, and mail merge.

Course Prerequisite(s):
Word in a Day

Course Objectives:
Create multiple column documents; use search and replace functions, headers and footers, page numbering, advanced tables, and mail merge.

Textbook(s):
Microsoft Word 2013: Level 2
Murphy; Labyrinth Learning

Next Class Possibilities:
Advanced Word in a Day

Lesson Plan – by week or session
AM: Creating a Research Paper
• Using research paper styles
• Working with footnotes, endnotes and citations
• Working with bibliographies
• Introducing headers and footers
• Inserting Captions and a Table of Figures
• Working with Templates

Using Mail Merge
• Introducing mail merge
• Working with the data source
• Working with main documents
• Conducting a merge
• Working with merge problems
• Using envelopes and labels with mail merge

PM: Creating a Newsletter
• Working with section breaks
• Using Word Art
• Inserting media, Pictures and clip art
• Working with picture styles
• Performing basic picture editing
• Working with Newsletter-style columns
• Using building blocks
• Applying themes and Style sets
• Inserting Drop Caps
• Working with views

Creating a Promotional Brochure and a Form
• Working with shapes
• Working with SmartArt
• Formatting the page background
• Formatting text with styles
• Working Forms