Student Technology Training: Intermediate Microsoft Word

Intermediate Microsoft Word training will cover the following topics:

- Setting up the Quick Access Toolbar
- Working with text
  - Selecting Text
  - Keyboard Shortcuts
- Headers and Footers
  - Creating Headers and Footers
  - Alternating, Editing, and Removing Header and Footer information
- Tables in Word
  - Creating a Table
  - Working with Tables
  - Formatting a Table
- Table of Contents
  - Applying and modifying style and formatting
  - Creating a table of contents
- Index
  - Creating an index
- Bibliography
  - Creating and using a Bibliography
- Proofreading Tools
  - Tracking Changes
  - Adding Comments
  - Accepting, Rejecting, or Deleting Changes and Comments
- Navigating Documents
  - Using Thumbnails
  - Using Bookmarks
  - Comparing Documents with the Arrange all button
- Document Design
  - Backgrounds, Borders, Watermarks and Shading
  - Cover Pages

(Requested Topics if Time Permits)
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