Microsoft Word: Intermediate

Ferguson Library
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Welcome to Microsoft Word: Intermediate.

By the end of this class you will be able to complete the following skills in Microsoft Word 2016 or Microsoft Word 365:

- Insert and edit a variety of images into a Word document
- Insert and edit a table into a Word document
- Edit the Header and Footer of a Word document
- Manage the styles of different sections in your Word document

Exercises

All images used for these exercises will be available https://fergusonlibrary.org/word-exercise-images/. *Click on an image to load it in your browser, then right-click and select "Save Image as" from the menu.*

1. Insert an image into the practice document
   - Choose one of the bamboo images to insert at the top of the practice document
   - Resize the image so that it has a 3" width
   - Make the text wrap around the left side of the image.
   - Change the shape of the image to whatever shape you would like
   - Put a border of any color around your image
2. Insert a table at the bottom of the practice document
   - Create a table with 4 columns and 5 rows
   - Fill in the top row with the following labels:
     - Item Number
     - Item Name
     - Color
     - Price
   - Change the shading of the top row to be filled in with a different color
   - Fill in the rest of the table cells with the following information in order by Item #
     - A663 – Storage Bench – Natural - $169.99
     - A054 – Bookshelf – Red - $127.99
     - A903 – Coaster Set – Black Walnut - $12.31
     - A993 – Knife Block – Natural - $43.08
   - Insert a new row in the table at the right place to enter the following information
     - A725 – Bamboo Shoe Rack – Natural - $55.95
   - Edit the Item Numbers to make them **bold**

Insert a new column on the right side of your table and name it "In Stock?"

Fill in the In Stock column with Yes and No

Sort the table by Price

3. Create a header and footer for your Word document
   a. Insert a header in your document from the Insert tab on the Ribbon
   b. Choose the **Blank (Three Columns)** header style from the built in choices
   c. Enter "WWI Inventory Sheet" in the left column
   d. Delete the middle column
   e. Insert the date in the right column and set it to automatically update
   f. Go to the Footer using the button on the Ribbon
   g. Insert a page number on the bottom of the page using the **Plain Number 3** (Page number will be on the right of the footer)
4. Adjust the Styles of the practice document
   a. Set the style of the top line to **Title**
   b. Set the style of the second line to **Subtitle**
   c. Set the style of the third and fourth lines to **Subtle Emphasis**
   d. Set the style of each section heading to **Heading 1**
   e. Set the style of the last paragraph (Starts with "Choosing bamboo…") to **Quote**
   f. Change the whole Style set to **Fancy**
   g. Change the color theme of the Style Set
5. Create your own style
   a. Change the style set of the document back to the default **Office** style
   b. Change the font and color of the title in the top line however you want
   c. Select the newly edited title and save it as a new Quick-Style named **Title 2**

Further Study and Practice

The Ferguson Library provides access to the Udemy learning site for all its members. To access Udemy please visit:

Suggested Courses:

- Master Microsoft Word Beginner to Advanced
- Comprehensive Microsoft Word