

Advanced Microsoft Word

(1 day)

Aim

This course offers an understanding of the advanced capabilities of Word and aims to give learners the confidence to integrate the software efficiently in their work place. On completion of the course, delegates will be able to design documents to suit their own working environment.

Who should attend

Delegates who have intermediate product skills in Word for Windows and who wish to enhance their existing knowledge

Course Content

Styles and Style Management

Creating styles
Modifying styles

Templates

Creating templates
Formatting templates
Automatic templates
Standard templates

Mail merge

Revision of Mail merge
Editing a database
Selecting over a database
Sorting a database
Producing tables/envelopes

Working with Long Documents

Using outline view
Master and sub documents
Footnotes and Endnotes
Bookmarks
Cross-referencing
Indexing
Revision marks
Viewing and printing
Accepting and rejecting
Merging revisions
Paragraph numbering
Heading numbering
Section numbering

Table of Contents

Creating a table of contents
Inserting and updating

Graphics

Inserting graphics into documents
Moving and resizing
Editing: using the picture toolbar

Manage Files

Protect Documents
Add comments to the file properties

Use Forms

Create and modify forms

Use Macros

Run a macro
Edit a macro
Copy, rename, and delete macros



0845 644 1712