



Microsoft Word Advanced

This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.

Duration: 1 day

Audience: Proficient users of Microsoft Word who wish to develop their skills.

Prerequisites: Previous attendance of Microsoft Word Intermediate or equivalent knowledge

Course Topics:

- Recap Foundation and Intermediate Level Topics
- Advanced Mail Merging
- Using Fields to Automate Documents
- Creating On-line Forms
- Advanced Templates
- More on Styles
- Creating Documents in Outline View
- Master and SubDocuments
- Inserting Table of Contents
- Generating an Index
- Cross-referencing Paragraphs
- Using Bookmarks
- Inserting Footnotes and Endnotes
- Tracking Changes to a Document
- Using Formulae in Tables
- Sorting Data in Tables
- Desktop Publishing Features
- Macros
- Customising Word

At Course Completion delegates will be able to:

- Use Advanced features of Mail Merge
- Create & Automate Forms
- Create Complex Templates
- Effectively use Tables
- Work with large documents efficiently
- Use Macros

