

Course Outline

Word Advanced -- 1 day

Course Description

This course is designed as a one-day course looking at some of the more advanced features of Word. Delegates should have attended our Introductory Word courses or have a similar level of knowledge.

Course Objectives

By the end of the course delegates will have covered:

Overview of Word Basics

- Word Screen elements
- Opening, Closing, Saving documents
- Editing and formatting text and paragraphs
- Page Setup
- Borders, Tables and Columns
- Headers and Footers
- Templates
- Printing

Advanced Mail Merge

- Queries
- Labels
- Envelopes

Advanced Tables

- Formulas
- Nested Tables
- Advanced Table Formatting

Autotext and Styles

- Autotext entries
- Styles

Graphics and Drawing Tools

- Inserting and sizing pictures
- Frames and borders
- Integrating with other Office applications
- Word-wrapping

Forms

- Fields
- Create, use and protect forms

Large Documents

- Inserting New Sections
- Setting Margins and layout options
- Page Numbering
- Master and Sub Documents
- Footnotes and Endnotes
- Bookmarks

Outlining

- Using Outline view
- Promoting and demoting sections
- Numbering sections
- Table of contents, Index and Concordance Files

Macros

- Recording a macro
- Assigning macros to a menu
- Assigning macros to toolbars
- Running macros automatically

Customisation

It may be possible to modify the content of the above course depending upon the individual needs of the delegates attending.