



Microsoft Word: Advanced

Duration: 1 Day

Introduction/Summary

TheLightBulb's Microsoft Word Advanced course provides various tools allowing you to create and manage long documents with ease.

This workshop can be delivered at our dedicated training centre in Basildon or tailored to meet your needs and delivered at your own premises.

Outcome

You will have a complete understanding of the higher functions of Word. You will be confident to perform the most advanced functions, including merging your documents with databases for mail-shots and producing well-defined forms. You will learn how to work with extremely large documents and how to use macros to speed through any repetitive functions.

Content

The following are suggested topics for this level of the package and it is not intended that every subject will be covered. The actual content can be decided prior to the day or after discussion with the delegates. It will be dependent upon the skill levels of each individual.

- Revision of previous topics
- What are Styles
- Using existing and creating your own styles
- Inserting a Table of Contents and Index
- Using Outline View
- Document Mapping
- Creating a Form with the use of form fields for, drop down menus, text fields and check boxes
- Protecting forms and saving as templates
- Combining Word with other Office applications – successfully!
- Graphics: inserting into your document, creating watermarks, controlling text wrapping, sizing and formatting
- Introduction to Macros
- Using Comments, Footnotes and Endnotes
- Bookmarks and Hyperlinks
- Tracking Changes with the Reviewing Toolbar
- Mail Merge
- Managing Files

Requirements/Pre Requisites

Delegates should already be familiar with Word, either being self taught or having attended introductory and intermediate courses.