

MICROSOFT WORD

Advanced

SUITABLE FOR

Delegates who wish to be able to use the advanced features of Microsoft Word effectively.

AIM OF THE COURSE

To introduce the advanced features of Microsoft Word and provide an opportunity to practice working with those features.

COURSE CONTENT

- Creating & Formatting Tables (Borders, Column Widths, Table Alignment, Sorting, Calculations, Splitting & Merging, Auto format, Inserting/Deleting Rows/Columns, Repeating Headings and all other Table Features)
- Mail Merge & Selective Mail Merge
- Creating Mailing Labels
- Creating & Using Templates
- Creating & Using Styles
- Automatic Generation of a Table of Contents and Index
- Creating Graphs & SmartArt
- Creating your own Diagrams and Drawings
- Inserting, Sizing, Positioning & Editing of Pictures
- Headers & Footers & Page Numbering
- Sectioning Documents
- Columns
- Creating & Amending Numbered & Bulleted Lists
- Multilevel Paragraph Numbering & Bullet Points
- Creating a New Ribbon Bar & Quick Access Bar
- Creating Macros & Pausing Macros, Assigning Macros to The Quick Access Bar & Tabs
- Designing Forms

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 3 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.