

Course Outline - Word Advanced : a one-day training course

Templates <ul style="list-style-type: none">▪ Create a document based on a template▪ Create a document using a Wizard template▪ Create and modify a template▪ Attach a different template▪ Load a global template▪ Modify the location of workgroup templates	Long Documents <ul style="list-style-type: none">▪ Sort lists and tables▪ Work in Outline view▪ Use advanced options with Find and Replace▪ Create and modify a table of contents, table of authorities and table of figures▪ Create and modify an index▪ Use bookmarks▪ Create cross-references▪ Create and revise footnotes and endnotes▪ Add captions to objects automatically▪ Automatically summarise a document▪ Print a specific range of pages
Styles <ul style="list-style-type: none">▪ Create and modify a style▪ Apply a style▪ Create bulleted and numbered list styles▪ Create table styles▪ Apply and remove direct formatting▪ Reveal styles and check formatting▪ Assign a style to a shortcut key▪ Manage styles using the Organizer▪ Switch styles using the Style Gallery	Mail Merge <ul style="list-style-type: none">▪ Create a Main Document▪ Create and edit a Recipient List▪ Print a merged document▪ Merge to a new document▪ Use alternate data sources▪ Sort and select records▪ Insert a conditional merge field▪ Generate labels▪ Merge to a fax or email document
Desktop Publishing <ul style="list-style-type: none">▪ Move within a document▪ Use text flow options▪ Balance column lengths▪ Create new sections within a document▪ Use sections to create different headers and footers▪ Use linked text boxes▪ Insert pictures, clip art and scanned images	Desktop Publishing . . . continued <ul style="list-style-type: none">▪ Manage pictures using the Clip Organizer▪ Modify a picture using the Picture toolbar▪ Position and align text around objects▪ Create a watermark▪ Create and modify a page border▪ Print a book fold document

Microsoft Word Advanced

A one-day training course

Course Aims

This intensive one-day training course is designed to allow users to work with Word's advanced features. Practical 'hands on' exercises will give participants the chance to create their own templates and styles, work with long, complex documents and use Word's desktop publishing and mail merge tools.

Who Should Attend?

Anyone who has been using Word for some time and who now wishes to get greater productivity from the software.

Note : Participants on this course should have a good working knowledge of Word (including proofing, AutoCorrect tools and Internet features). An understanding of word processing requirements from their work place would be beneficial.