

Word Advanced

Target Audience

This one day course is aimed at experienced users of Microsoft Word. This course will provide a detailed look at advanced features of this powerful application.

Course Details

This is a structured one day course with expert tuition, demonstrations and hands on practice.

A training manual or reference guide and appropriate exercises are provided.

Course Objectives

- To enable the user to take advantage of advanced features in Word.
- To efficiently manage long documents.
- To enable the user to customise Word.

Course Content

- Revision of intermediate topics.
- Advanced user templates using macro buttons and pop up boxes.
- Working with and managing styles to automate formatting and apply consistency in long documents. Using styles to create automatic contents pages and indexes.
- Using footnotes, captions, bookmarks and cross references to speed up your work.
- Working with an outline to summarise and speed up working with long documents.
- Linking to other Microsoft programs.
- Creating macros to automate repetitive tasks.
- Customising Word to your own needs.
- Creating custom toolbars and menus.
- Working collaboratively using track changes and sharing documents.
- Creating on line forms and web features including hyperlinks.