

# Microsoft Word Advanced

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## **BENEFIT:**

This course is designed to provide experienced Word users with further knowledge of its advanced features. This course will benefit attendees who deal with large documents and perform repetitive tasks which could be automated using macros.

## **OBJECTIVES:**

On completion of this course, attendees will be able to create document styles, insert table of contents and indexes and create templates. Attendees will also be able to build forms using form fields, protect documents and record macros to automate tasks.

## **PRE-REQUISITES:**

Attendees should have attended our Word Intermediate course or have equivalent knowledge.

## **COURSE OUTLINE**

### **Styles**

- Using Word's styles
- Creating and modifying new styles
- Copying styles using the organiser

### **Multiple Paged Documents**

- Working with Multiple Paged Documents
- Inserting section breaks
- Creating a table of contents
- Inserting cross references
- Inserting footnotes and endnotes
- Creating indexes
- Working with a master document
- Inserting captions

### **Outlining**

- The Outline view
- Working with heading styles

- Demoting and promoting styles
- Expanding and collapsing text

### **Templates, Forms and Fields**

- Using fields and form fields
- Creating forms
- Creating and saving templates
- Applying and remove password protection

### **Reviewing**

- Track Changes
- Inserting Comments
- Comparing and merging documents

### **Importing and Exporting**

- Linking and embedding Word tables into Excel
- Import and export between other Office applications

### **Introduction to Macros**

- Recording simple Macros
- Assigning Macros to the keyboard, toolbar buttons and menus
- Running and deleting Macros

**DURATION:** 1 Day

**COSTS:** Open courses: £175 + VAT | In-house: from £495 + VAT per day