

Microsoft Word Advanced

One Day

A hands-on instructor-led Microsoft Word training course helping people based in Scotland upskill from an already good existing knowledge of Word to become an acknowledgeable expert. The course allows delegates to return to work with a confidence that they can achieve tasks which require an advanced knowledge of Word skills. This ability is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

Course Aims

This course is essentially aimed at people who want to extend their knowledge of Word to learn more advanced techniques for creating and managing documents. Training therefore covers:

- Learning to best merge data with a Word document or label layout
- Adding indexes and table of contents to navigate long documents
- More easily, manage document revisions using Track Changes
- Using a form for user input, securing a document with a password
- Automating actions with Macros for ease and control

Course Content

Working with Large Documents

- Creating a table of contents
- Using endnotes and footnotes
- Creating indexes
- Working with bookmarks and cross-references
- Master and sub-documents

Mail Merge

- Using the Mail Merge Wizard
- Using data sources files
- Merging addresses into mailing labels
- Printing labels and envelopes

Managing Document Revisions

- Change User Information
- Tracking changes in a document
- Adding comments and highlighting
- Review Track Changes and Comments
- Comparing document versions
- Merge Document Changes

Working with Forms

- Creating forms
- Exploring form field data types
- Modifying forms
- Protecting forms

SmartArt Diagrams

- Create different types of diagrams

Securing a Document

- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Set a Password for a Document

Automating Actions with Macros

- Recording and running macros
- Editing macros
- Customise Word

Workgroup Collaboration

- Compare and merge documents
- Adding comments