

## **Advanced Microsoft Word**

Mastering any application allows you to take productivity to another level and take full advantage of the powerful tools built into this office software. Take the strain out of handling large documents and introduce automation to save time.

### **This course is designed for:**

Competent Word users wishing to attain advanced skills to automate and control program features, or acquire advanced qualifications. The topics suggested below are for guidance purposes as we are happy to provide customised sessions to suit your needs. You are expected to have a good understanding of Word and be able to perform skills listed on lower level courses.

### **Training Objectives**

#### **How you and your organisation will benefit**

*Upon completion of this course you will be able to:*

- ❖ Work effectively with large documents
- ❖ Employ index and referencing tools
- ❖ Control styles throughout documents
- ❖ Create and edit templates
- ❖ Share and review work with others
- ❖ Automate tasks with macros

### **Course Outline**

#### **Templates and Styles**

- ❖ Using and Modifying Templates
- ❖ User Preferences
- ❖ AutoText and AutoCorrect
- ❖ Create and Modify Styles

#### **Referencing**

- ❖ Footnotes and Endnotes
- ❖ Bookmarks
- ❖ Cross Referencing
- ❖ Auto Captions

#### **Automation**

- ❖ Recording and Assigning Macros
- ❖ On-Screen Forms
- ❖ Using Fields
- ❖ Hyperlinks
- ❖ Importing Data

#### **Finishing Documents**

- ❖ Section Breaks
- ❖ Indexes
- ❖ Tables of Contents
- ❖ Tracking Changes
- ❖ Document Summary