

Microsoft Word - Advanced (1 day)

Course Aim

Track Changes made to documents and Accept or Reject changes.

Learn how to create and manage a Table of Contents from Styles.

Learn how to create an Index of keywords for long documents.

Learn how to use Fields to display and update ever-changing text entries like paragraph references, page numbers, file names and figure numbering.

Use Mail Merge for bulk mail outs and labels for envelopes.

Create Forms to survey clients or staff.

Record Macros to automate repetitive tasks.

Create Templates that contain Styles, Fields, Macros and Toolbars to simplify new document creation.

Learn how to add protection to files so that passwords are required to open or modify the documents.

Course Prerequisites

Previous experience using Word to an Intermediate level is essential before attending this course.

Knowledge in the use of **Styles** is a very important prerequisite.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual. Exercise files are available from our web site to download.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Track Changes

- Securing a document for Tracked Changes
- Tracking Revisions
- Accepting or Rejecting Changes
- Adding / Deleting Comments

Working with long documents

- Creating a Table of Contents
- Creating an Index
- Using Concordance Files
- Formatting TOC and Indexes
- Footnotes and Endnotes

Fields

- Inserting Fields
- Updating Fields
- Formatting Fields
- Using reference Fields
- Bookmarks and Fields

Mail Merge

- Creating Merge Data
- Mail Merge Wizard and Toolbar
- Creating a Mail Merge Letter
- Inserting Merge Fields
- Merging to Printer, Email and New Documents
- Creating Labels

Forms

- Forms toolbar
- Form Fields
- Add Form Security

Macros

- Record and Manage simple Macros
- Create new Toolbars
- Assign Macros to toolbar buttons
- Modify and Customise toolbar buttons

Templates

- Create and Modify Templates
- Using Templates

Document security

- Adding Passwords to Open or Modify files