



Microsoft® Word

Course Outline

Advanced Level

Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

Course aims and objectives

This course is designed to show delegates tools and techniques at the higher end of Word's capabilities. It should provide them with new skills and an in-depth awareness of the advanced functions and features that Word has to offer, maximising its full potential.

Who should attend?

1. Users who have previously attended an intermediate level course
2. Competent self-taught users who would like to increase their knowledge and skills
3. Advanced users who need refreshing on Word's advanced functions and features

Prerequisites

Delegates attending this course should have extensive previous experience using Microsoft® Word and be confident using fundamental features and formatting options.

Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

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| ● Best practices handy tips & shortcuts | ● Using endnotes and footnotes |
| ● Useful time saving techniques | ● Orphan / Widow – Document controls |
| ● Creating text & paragraph styles | ● Hyperlinks and bookmarks |
| ● Creating an index - table of contents | ● Track changes – add comments |
| ● Advanced formatting options | ● Password protecting a document |
| ● Creating and using document forms | ● Creating and managing macros |
| ● Advanced mail merge & linking to Excel | ● Working with objects and Images |

Benefits to the individual and organisation

- ✓ Work at the highest level to create professional letters, reports and documentation
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again