



Microsoft Word Advanced

Pre-requisites

To have a working knowledge of subjects covered in the Intermediate session or to have attended Intermediate Word session

Course Objectives

This course is designed to give delegates a deep and substantial knowledge of Word. It looks at many of the advanced features of word especially required for creating and editing complex documents such as reports, technical journals, newsletters and manuals.

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none">• Text flow• Page borders• Track changes• Create and modify forms• Protect documents• Save multiple document versions• Mail merge - letters, labels, envelopes, catalogue• Footnotes and endnotes• Table of contents• Cross references• Bookmarks• Watermarks• Route documents• Master and sub documents	<ul style="list-style-type: none">• Insert / link excel worksheets• Insert graphs and charts• Comments• Perform calculations in a table• Record and run macros• Edit macros• Insert and use fields• Create and modify a chart• Create and modify page borders• Sorting• Lists• Paragraphs• Tables• Create and modify an index
---	--



Optimise Consultancy Ltd

18 Bakewell Drive

Stone

Staffordshire

ST15 8YR

Email: info@optimise.org.uk