

COMPUTER TRAINING SERVICES

Croydon • London • Kent



training

Microsoft® Word
Advanced One Day Course

This course is designed for the “power user” to further develop their Word skills using advanced features to manage large documents and automate the Word environment with Templates and Macros. Apply and handle different page layouts, complex headers and footers and learn to customise various functions.

Course Outline

Sections

Revision of Section Breaks with:
 Headers & Footers
 Margins
 Page Orientation
 Columns

Customising Numbering & Bullets

Changing Bullet styles
 Changing Numbering styles
 List Styles

Advanced Styles

Revision of Styles
 Applying Styles
 Styles & Formatting Task Pane

Multi Table of Contents

Creating a Table of Contents
 Updating a Table of Contents

Templates

Creating and designing Templates
 Inserting Fields in Templates
 Building Forms

Fields and Field Codes

Macros

Creating & Running Macros
 Macro Organiser
 Assigning
 Developer Ribbon
 Creating filling forms

Outline and Master Documents

Working with Long Documents
 Working with Outline View
 Collapsing & Expanding
 Promoting & Demoting

Reference Tools

Inserting Bookmarks
 Cross-References
 Creating an Index
 Footnotes & Endnotes
 Tracking Revisions & Versions
 Protecting Documents
 Restrict Editing
 Adding Comments
 Security/Permission

Working with Charts and diagrams

Power User Tips & Tricks

Keyboard shortcuts

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack, or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk