

MS WORD ADVANCED

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

Overview:

This advanced course builds on the intermediate course and is aimed at those that need to produce large documents and how to work with them efficiently and effectively.

Essential:

Before you attend this course it is recommended that you complete the Intermediate course or its equivalent.

Module 1

Styles & Templates

Apply Styles
Modify Styles
Create Styles
Transfer Styles
Use Existing Template
Create a Template
Modify a Template

Module 2

Fields

Insert Date
Unlink a Field
Fill in Fields
Forms

Module 3

Mail Merge

Create a Mail Merge
Access as Data source
Excel as Data source
Insert Word Fields
Filter Records
Sort Records
E-mail

Module 4

Outlining

Creating an Outline
Modifying Outlines
Insert Sub Documents

Module 5

Table of Contents

Create a TOC
Modify a TOC
Create Indexing
Modify Indexing
Creating Bookmarks
Cross Reference

Module 6

Macros

Create a basic Macro
View a Macro Code
Assign a macro to the Toolbar
Customizing Toolbar