

WORD ADVANCED

DURATION

1 day

COURSE DESCRIPTION

This course aims to further enhance Word skills for those who are already confident in creating and formatting professional documents. The course explores Word features which facilitate the creation of longer documents as well as generating forms, protecting documents, templates and the automation of commonly performed tasks using macros.

CANDIDATE LEVEL

Candidates should have a confident knowledge of using Word equivalent to the Word Intermediate level course.

COURSE CONTENT*

STYLES

- Recap use of heading styles:
 - Modify and create new styles
 - Insert a table of contents
 - Navigate using headings

Reorder document using headings
Numbered heading styles
Insert Cross-references to headings

REFERENCE MARKS AND NOTES

Insert and use bookmarks
Insert Footnotes and Endnotes
Add captions
Insert Cross-references

TEMPLATES

Creating and Saving Templates
Editing and Deleting Templates

FORMS

Text Form Fields
Drop Down Form Fields
Form Field Properties

SECURING A DOCUMENT

Limit Formatting Choices in a Document
Limit only some regions for modification
Require a Password to Open a Document

TRACK CHANGES

Using the Track Changes
Setting up Track Changes
Accepting and Declining Changes

AUTOMATING WORD WITH MACROS

Record and Play Macros
Customise Quick Access Toolbar

Timings: 9:00-3:00 or 9:30-3:30

* The outline provides guidance on the topics to be covered on the course. Course content may vary according to the requirements and abilities of the members of the group.