
Word Advanced

Course objectives

This practical course allows the delegate to appreciate the full potential of Microsoft Word. Participants will be encouraged to discuss their individual requirements, relevant to their working environment.

Target Audience

For people who have been using word for some time or have been on a formal training programme to learn the basics of Word, and wish to learn advance skills.

Assumed Knowledge

Delegates should be familiar with the main functions of Microsoft Word, either from attending our intermediate course or knowledge gained from their work place experience.

Course Agenda

Styles

- Create, Modify and Apply Styles
- Print Styles
- Display Style Names
- Copy to another Document
- Style Gallery
- Delete Styles
- Document Map

Automatic Referencing

- Cross Referencing
- Insert a Caption
- Table of Contents
- Create an Index
- Create other Tables
- Update a Table
- Section Breaks

Outline View

- Work in Outline View
- Promote, Demote and Move Text

Document Properties

- Master Documents
- Comments
- Track, Accept or Reject Changes
- Document Protection