

Microsoft Word – Level 3 (Expert) – 1 day

In this course, the emphasis is on applying elementary basic techniques in Word and obtain insight into the structure of this program. The course provides practical tools to efficiently take care of texts. You want to work more efficiently with Word, understand Word better and have more control over everything you do. A current Word problem will be only a small challenge after this training.

Prerequisites for this course are knowledge of Word to the extent of the Level 1 and level 2 course.

Content

Collaborating in documents

- Track changes
- Insert Comments
- Compare Documents
- Accept and reject changes
- Translate text

Templates

- Creating a template
- Creating a document based on a template

Working efficient with large documents

- Working with Master document and Subdocuments

Labels and envelopes

- Create loose Envelopes
- Create loose Labels
- Create a sheet of labels with the same text
- Print Labels or Envelopes

Protect a document

- Modify Document Properties
- Check and remove Document Properties
- Set restrictions for editing
- Save with, or encrypt the document with a password

Creating Forms

- Add the Developer tab to the ribbon
- Add and modify form fields
- Restrict permissions for a form
- Save form data as plain text
- Save a form as template

Introduction Creating and using Macros

- Record a macro
- Run a macro
- Assign a button or shortcut key to a macro

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