

Microsoft Word Advanced

Do you want to become an advanced user in MS Word? This course will help you learn more advanced Word techniques. Participants will learn how to use text in a different way, use and change images and work with references within Word.

Course duration

The duration of the course is six hours completed in one day.

Audience and prerequisites

Prerequisites for this course is knowledge of the subjects from our Word Basic course.

Summary

Working with tables

- Insert and modify Tables
- Sorting Tables
- Numbering Tables
- Calculations in a Table
- Formatting Tables

Styles and themes

- Creating and modifying a Character style
- Creating and modifying a Paragraph style
- Creating and modifying a Table style
- Applying Themes
- Modifying Themes

Graphical elements

- Text Boxes
- Shapes
- WordArt
- Complex illustrations with SmartArt
- Charts
- Screenshots
- Modify the size of a picture
- Text around a picture
- Compress Pictures

Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Word Fields

Sections and columns

- What are sections
- Insert Section Breaks
- Set column settings
- Linking Textboxes

References

- Hyperlinks
- Bookmarks
- Caption to tables or pictures (figures)
- Cross references
- Footnotes and Endnotes
- Table of Contents
- List of tables or figures
- Index

Mailings

- Create a standard letter
- Merge with records from Excel
- Filter records of the data file
- Using Word fields

