Word Advanced

Available in Office 365, 2019, 2016, 2013 & 2010

ITS SmartStyle Training

Templates & Fields ★
- Saving Documents as Templates
- Creating & Updating Fields

Forms ★
- Using Fields to Create Online Forms
- Protecting Forms

Mail Merge ★
- Creating Merge Documents
- Creating & Editing Data Source Files
- Creating Envelopes & Labels with Mail Merge
- E-mail Merge

Working with Long Documents
- Creating, Modifying & Applying Styles
- Working with Sections ★
- Multiple Headers & Footers
- Navigating Long Documents
- Inserting Bookmarks ★
- Cross Referencing Text ★
- Inserting & Editing Footnotes & End Notes
- Creating & Updating a Table of Contents ★
- Creating an Index ★

Citations & Bibliographies ★
- Adding Citation Sources & Placeholders
- Creating Bibliographies

SmartArt Graphics, Inserting & Linking Objects ★
- Inserting & Formatting SmartArt Graphics
- Linking & Embedding Objects
- Inserting Captions & Creating a Table of Figures

Tracking Changes & Document Collaboration
- Tracking Changes & Reviewing Tools ★
- Creating, Replying, Modifying & Deleting Comments
- Comparing Documents ★

Macros ★
- Creating Simple Macros
- Running Macros & Macro Security
- Attaching a Macro to a Shortcut Key or The Quick Access Toolbar

★ Feature not supported in Word online

Course Duration: 2 Days

Price Per Delegate: £395
(Public Scheduled Course)

Price Per Course: £1,295
(On-Site at Customer Premises)

Suitable For:
Those who need to be able to exploit the full potential of Word to build documents of varying complexities and automate actions with macros.

Learning Outcomes:
By the end of the course delegates will be able to create online forms, mass distribute documents with mail merge, control long documents and cross-reference data. They will also be able to create standard documents and forms through the use of templates and fields.

Prerequisite Skills:
Delegates attending this course should have a thorough grounding in building documents that include formatting, lists, tables and different page layouts.