



Microsoft Word - Advanced

Course Aim

This course will give you all the necessary tools to effectively work with long complex documents

Learn the correct use of Styles - the most powerful formatting feature in Word.

Use styles to manage the document content in the Outline View and then create a Table of contents.

Learn about Field Codes to create reference and merge fields in order to reference document content, document properties and external data in a word file.

Create a Mail Merge document in order to send bulk mail or email messages.

Create a template to save time when creating repetitive documents like faxes, letters etc.

Learn how to perform advanced searches by locating text and formatting and then apply replacements.

Course Prerequisites

Previous experience using Microsoft Word at a basic to intermediate level is an essential prerequisite for this course.

Course Duration

One day: 9:00am - 4:30pm

Inclusions

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

What to Bring

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics

Track Changes

- Securing a document for Tracked Changes
- Tracking Revisions
- Accepting or Rejecting Changes
- Adding / Deleting Comments

Styles

- Creating and applying styles
- Assign keyboard shortcuts to styles
- Copy styles between documents

Outline View

- Using Outline View
- Promoting text
- Demoting text
- Rearrange text

Table of Contents (TOC) and Index

- Using styles to create a TOC
- Marking text for an Index
- Using a Concordance file for Indexes
- Formatting TOC and Index

Using Fields

- Inserting Field Codes
- Formatting Field Codes with Switches
- Creating Reference Fields
- Updating Fields

Mail Merge

- Setup merge data
- Mail Merge Wizard
- Mail Merge Toolbar
- Manage and format merge fields
- Merge to print or email
- Creating Mailing Labels

Templates

- Normal Template
- Creating and Managing Templates
- Sharing Templates

Advanced Find and Replace

- Find and Replace text
- Find and Replace Formatting