

Word Advanced

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should have attended the Intermediate course or gained similar knowledge in the workplace.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Working with Long Documents

Views: ways of viewing a document in Word • finding specific items • finding specific topics
Footnotes: creating footnotes and endnotes • viewing footnotes and endnotes • deleting footnotes & endnotes • moving to a footnote or endnote
Bookmarks: creating bookmarks • moving to a specific bookmark • viewing bookmarks
Styles: creating a style • applying a style • redefining the format of a style • creating keyboard shortcuts
Table of Contents: creating a TOC • using other styles to create a TOC • updating a table of contents

Outlines

outline terminology • creating outlines • selecting outline headings & sub text • collapsing & expanding heading levels • moving outline headings • numbering headings in an outline

Columns

creating multiple columns • changing the column width

Automating your Work

recording macros • pausing recording • running macros • assigning macros to toolbars • assigning macros to menus • assigning keyboard shortcuts

Customising Word

customising toolbars • customising user options

Creating an Online Forms

setting up a form • adding form controls • using an online form

Mail Merge

creating form letters • adding merge fields • setting up a data source • editing and adding to a data source • selecting records for merging • adding conditions to a merge • creating envelopes and labels

Clips and Picture

Inserting pictures from the Clip Gallery • resizing images • moving images • working with Clip Art • cropping images

Word Advanced Dates 2009: Wednesday 28 January

For further details of Suffolk County Council courses:

<http://www.suffolk.gov.uk/CouncilAndDemocracy/SuffolkCountyCouncilDirectorates/ResourceManagement/HumanResources/TrainingAndDevelopment/>