

# Microsoft Word Training

Advanced



## Course Objectives

- Create, modify and apply styles to ensure consistency throughout documents and allow for production of accurate Table of Contents and Index
- Use Mail Merge techniques to produce bulk mailouts
- Use Advanced Table functions to draw complex tables.
- Use tables to perform simple calculations such as totals
- Use Section breaks to specify parts of a document that have different page orientation, columns, or headers and footers.
- Use and insert AutoText
- Create and modify templates using FILL-IN fields
- Create and run time saving Macros to automate repetitive tasks

## Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

## Duration

Flexible

## Prerequisites

Introduction to Microsoft Word or have a good understanding of the basic features of Microsoft Word.

## Course Outline

### Styles

- Create, apply and modify styles using the dialog box
- Create and update a Table of Contents

### Mail Merge

- Use the six step process to create form letters, mailing labels, envelopes, directories and e-mail messages.
- Add and customise merge fields

### Working with Tables

- Identify the elements of a Table
- Create a Table
- Apply Borders and Shading
- Automatically Format a Table
- Create an Advanced table
- Understand Nested Tables
- Use the AutoSum feature

### Section Breaks and Headers and Footers

- Use Section Breaks in Word
- Change Page Formatting in different Sections
- Use and edit Headers and Footers
- Use Different First Page Headers and Footers
- Use Odd and Even Headers and Footers

### AutoText

- Display the AutoText toolbar
- Create an AutoText entry
- Inserting an AutoText entry

### Create and Modify Templates

- Create and save a new template
- Insert Fill-in fields into a template

### Create and Use Macros

- Record, save and run Macros
- Assigning Macros to the toolbar

### Working with Graphics

- Use the Drawing Toolbar
- Insert WordArt
- Insert ClipArt and images
- Format ClipArt and images
- Insert a Watermark