

PerCom Solutions

MICROSOFT WORD

LEVEL: **ADVANCED**

DURATION: 1 Day

AUDIENCE: For people who have attended the intermediate course, or have been using Word for some time, and want to get greater productivity within the workplace.

OBJECTIVES: On successful completion of the course delegates will be able to perform more advanced operations within Word such as creating templates and styles, creating and using on line forms, creating and using macros etc.



COURSE OUTLINE

Macros:

- Recording a Macro
- Assigning Keyboard Shortcuts
- Assigning to the Toolbar
- Running a Macro
- Edit/Delete a Macro

Advanced Tables:

- Using Formulas in Tables
- Sorting Tables
- Using Table Headings
- Table AutoFormat
- Converting Text to Tables

Creating & Using Templates:

- Create a New Template
- Using Templates
- Modifying Templates

On Line Forms:

- Creating a Form
- Using Form Options
- Protecting Forms

Creating & Using Styles:

- Using Built-in Styles
- Creating New Styles
- Modifying Styles

Protecting Documents:

- Password Protect from Opening
- Password Protect from Modifying
- Read Only Documents

Working With Big Documents:

- Insert and Update a Table of Contents
- Creating an Index
- Footnotes, Endnotes & Bookmarks
- Tracking Changes

Customising Word:

- Setting Defaults
- Customising Toolbars
- Creating New Toolbars
- Changing Options