



## Advanced Microsoft Word

(Free manual provided in Adobe PDF format)

### Course Objectives

At the end of the course participants will be able to:

- Create, modify and apply styles to ensure consistency throughout documents and allow for production of an accurate Table of Contents and Index
- Use Mail Merge techniques to produce bulk mailouts for such things as advertising flyers, invitations, tax invoices etc
- Use Advanced Table functions to draw complex tables. Also 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 which will automate repetitive tasks such as speeding up editing and formatting
- Insert and format Clipart images and use WordArt to enhance the appearance of your document

### 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
- Insert 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

### **Pre-requisites**

Intermediate Microsoft Word or have a good understanding of Microsoft Word.