



**0208 942 5724**

Email: [Info@aspecttraining.co.uk](mailto:Info@aspecttraining.co.uk)

Web: [www.aspecttraining.co.uk](http://www.aspecttraining.co.uk)

# Microsoft Word Advanced

**Duration: 2 Days**

## Overview:

Microsoft Word is the world's number one word processing application. Word documents are so ubiquitous that they are almost an IT standard in themselves. But Microsoft Word is a whole lot more than a simple word processor. It is a communication tool that allows you to share information in attractive and presentable formats.

You know how to use Microsoft® Office Word to create and format typical business documents. Now, you may need to work on more complex documents.

Aspect's Microsoft Word Advanced Course offers the power user many enhanced features and facilities which will increase productivity, including Advanced Tables, Advanced Mail Merge, working with long documents, forms, graphics and Working with document templates and Macros.

## Prerequisites:

Delegates should have attended both of the following courses (or similar) prior to this course:

Aspect's Word Introduction

Aspect's Word Intermediate

Continued over....



**0208 942 5724**

Email: [Info@aspecttraining.co.uk](mailto:Info@aspecttraining.co.uk)

Web: [www.aspecttraining.co.uk](http://www.aspecttraining.co.uk)

## **Course Topics:**

### **Styles**

Styles & formatting task pane  
Applying system styles  
Editing a style  
Creating a new style

### **Table of Contents**

Table of contents entries  
Creating a table of contents

### **Longer Documents**

Generating an Index  
Inserting cross references  
Inserting/editing footnotes  
Inserting hyperlinks

### **Keeping Track of Changes**

Using the reviewing toolbar  
Accepting/rejecting revisions  
Comparing two documents  
Creating versions

### **Templates**

Overview of templates  
System templates  
Creating & saving a template

### **Forms**

Overview of forms & fields  
Inserting form fields  
Protecting forms  
Sections in forms  
Using forms

### **Columns**

Defining columns

### **Pictures and Objects**

Inserting Text boxes  
Inserting ClipArt  
Inserting WordArt

### **Advanced Tables**

Creating a table  
Draw table  
Selecting within a table  
Merging & splitting cells  
Sizing columns  
Entering text  
Formatting a table  
Inserting & deleting rows  
Inserting & deleting columns  
Split table  
Formulas & calculations  
Inserting Graphs & Charts  
Converting text to tables

### **Advanced Merging**

Working with existing data  
Using external data  
Sorting & selecting records  
Setting query options  
Using If, Then, Else  
Performing the merge  
Defining merge labels

### **Protecting your document**

Password protecting your document  
Using password to allow modification

### **Toolbars**

System toolbars  
Creating a custom toolbar  
Customising a toolbar

### **Macros**

Recording macros  
Assigning to keyboard/toolbar  
Running macros  
Editing macros