Live Webinar – Microsoft Word Advanced

Course Duration: 1 day
Maximum 10 delegates

Course Introduction

For the experienced Word user that has already attended the Intermediate Course or has a sufficient experience with Word. Word Advanced will provide the opportunity to create Templates and Styles, work with long, complex documents and use Word's Macro functions.

Course Objectives

- Create and use Templates and Styles
- Work with large documents
- Create and execute Macros

Course Contents

- Mail Merge
- Inserting Fields
- Templates
- Paste Special
- Linking and Embedding
- Inserting Hyperlinks
- Styles
- Table of Contents
- Outline View
- Index
- Advanced Find and Replace
- Bookmarks and Footnotes
- Passwords and Security
- Tracking Changes
- Comparing Documents
- Creating Macros
- Editing The Ribbon/Quick Access Toolbar
- 365 Features: Dictate, Read Aloud and Translate