

Course Name

Microsoft Word Advanced

Course Duration

One Day

Course Objectives

This course is suitable for experienced users who wish to learn how to use the advanced features of Microsoft Word. The course is 100% hands-on, with exercises to help the trainees practice the new skills they learn.

Course Content

- **Advanced Mail Merge**
 - Selecting records to Merge
 - Sorting records
 - Using separate Header source
- **Multiple Sections**
 - Types of Section Break
 - Inserting a Section Break
 - Changing the Page Setup of a Section
 - Changing the Header/Footer for a Section
- **Multiple Columns**
 - Creating Columns in a new document
 - Creating Columns in an existing document
- **Drawing Tools**
 - Creating a Drawing Object
 - Format Drawing Objects
- **Index**
 - Creating an Index file (Concordance file)
 - Marking Index entries in a document
 - Creating the Index
- **Cross References**
 - Inserting, Changing & Updating a Cross Reference
- **Bookmarks**
 - Creating a Bookmark
 - Go To a Bookmark
 - Using a Bookmark as a cross-reference
- **Track Changes**
 - Tracking Changes in a document
 - Accepting & Rejecting changes

Prerequisites

Microsoft Word Intermediate, or equivalent level of knowledge.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**