

MICROSOFT WORD ADVANCED



Corporate IT Course

LEARNING OUTCOMES

- Produce document templates using Fill-in Fields for consistent and efficient formatting.
- Import graphics and images from other applications to enhance document presentation.
- Create and assign macros to the toolbar to automate and streamline repetitive tasks.
- Work effectively with long documents and reports using Word's Outline feature.
- Add and manage tables of contents, indexes, captions, and cross-references to improve document navigation and professionalism.

COURSE OVERVIEW

The Advanced Microsoft Word course is for users who have completed the Word Intermediate course or have equivalent experience. It is ideal for those looking to deepen their knowledge and master Word's advanced tools.

Delegates will learn to create templates, automate tasks with macros, use advanced graphics and styles, and manage long documents with tables of contents, indexes, and cross-references. By the end of the course, participants will be able to produce complex, professional documents efficiently and with confidence.

TOPICS COVERED IN THIS COURSE

Course Overview

Gain an overview of advanced Word features, including templates, sections, macros, and long document management tools for professional document creation.

Working with Templates

Learn how to create, use, and modify templates, including editing the Normal template to standardise formatting and document layouts.

Using Fill-in Fields

Insert and update Fill-in Fields and other field types to automate content input and make templates more interactive and efficient.

Customising Toolbars and Menus

Show, hide, and customise toolbars and menus; use docked or floating toolbars, and tailor the interface to suit your workflow preferences.

Macros and Automation

Record and run simple macros, attach them to menus, toolbars, or keyboard shortcuts, and manage them effectively using the Organiser.

Working with Graphics and Styles

Insert and format pictures, SmartArt, diagrams, and text boxes; apply and customise styles, create your own styles, and manage document themes for consistent presentation.

Outlining and Document Structure

Use Outline View to organise and navigate large documents, promote and demote text, move sections easily, and apply automatic numbering for structured reports.

Managing Long Documents

Master tools for managing long documents, including bookmarks, references, captions, cross-references, tables of contents, indexes, and hyperlinks.