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## Word Advanced Features

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**Course Duration** : 1 day

### Course Overview

This Word course covers the advanced features of Microsoft Word for delegates who need to work with forms, large or complex documents, and sharing documents among multiple team members.

### Prerequisites

- This is an advanced course aimed at delegates who can already use Word to create, edit, format, save, and print business documents that contain text, tables, and graphics. To ensure your success, we recommend that all delegates have completed the Word Essentials course or have equivalent knowledge.

### Objectives

Delegates will be able to :

- Create a Macro to automate a repetitive task.
- Add Sections to a document to allow different headers and footers on different parts of the document.
- Creating a template that can be used by many users but can be personalised with their own information and save changes so that it does not affect the template file.
- Create a form that can be filled in on the screen, using a variety of text boxes, drop down lists and tick boxes.
- Add a Table of Contents to a document with many pages, to help navigate to sections more easily.

### Course Content

#### Quicks Recap of Content from Essentials course

Advanced Formatting  
Advanced graphics e.g. SmartArt and Charts

#### Section Breaks

Creating a section break  
Deleting a section break  
Setting section properties

#### Building Structure with Outlines and Master Documents

Building an outline  
Editing an outline  
Working within outlines  
Using master documents

#### Using Styles in a Document

What is a style?  
Character styles  
Paragraph styles  
Using built in styles in a document  
Creating new styles

#### Multi level Bullets and Numbering

Applying and removing multilevel lists  
Indenting bullets to different levels  
Defining a multilevel list

#### Table of Contents

Explanation of a table of contents  
Creating a table of contents  
Modifying the table of contents options  
Updating a table of contents  
Deleting a table of contents

#### Table of Figures

Explanation of a table of figures  
Creating a table of figures  
Modifying the table of figures options  
Updating a table of figures  
Deleting a table of figures



### Reference Marks and Notes

Creating a Footnote and Endnote

Creating Bookmarks

Adding Captions

Adding a Hyperlink

Adding a Cross Reference

### Mail Merge

Creating a Mail Merge from scratch

Creating a Mail Merge using an existing document and existing data source

Changing the data source file

Add, delete or modify the records in the Data Source

Filter the data so as to not merge to the whole data set

Using the merge rules to customise each individual letter further

Merge to new document, email and labels

### Reviewing & Tracking Changes

Sending a document for review

Reviewing a document

Comparing document changes

Merging document changes

Reviewing track changes & comments

### Templates

What are templates?

Creating a template

Modifying a template

Saving template

Using Fill-in fields in your templates

Adding Style Referencing into your templates

### Creating Forms

Adding form fields to a document

Protecting a form

Saving form data

Filling in a form

### Macros

What is a macro?

Creating macros

Deleting macros

Ideas on how to use Macros

## Other Courses in this Series

[Word Essentials](#)

[VBA using Word](#)

## Training Options

- Public scheduled courses at one of our training venues
- Virtual Classroom
- Private course at your company office. Training can be delivered throughout the UK
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

## What's Included

- 1 delegate per computer
- Laptops are available for training delivered at client's premises
- Comprehensive course manual and exercises
- Telephone and email support
- Lunch and refreshments when training is delivered at our training venue
- Relaxed refreshment area at our training venues