



4D Group

Word Advanced

Who would benefit?

This course is for anyone required to make efficient use of advanced formatting and to begin to automate documents.

Objective

To give participants practical use in some of the advanced facilities to get the most from the package.

Content

- Discuss individual's needs
- Revision
- Work with long documents and outlines
- Table of contents and index
- Footnotes and endnotes
- Columns
- Work with document sections
- Create, modify and manage styles
- Use bookmarks and fields to automate work
- Use the form facility and protection
- Create, edit, modify and save templates
- Add fill-in fields to template
- Customise Word
- Introduction to macro recording

Duration

One day

Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Word Intermediate