

MICROSOFT WORD ADVANCED LEVEL COURSE

Prerequisites:

Attendees should have attended, or have knowledge equivalent to the Introductory and Intermediate Level courses.

Duration:

This course can be delivered as a full day course or as individual 3 hour modules

Module 5 - Long Document/Report Writing

- Sorting Text and lists separated by Tabs, Commas or Spaces within a Table
- Inserting Footnotes and Endnotes
- Using Paragraph Styles to automate the formatting of documents
- Incorporating Table of contents, Index, Cross references and Captions into documents
- Inserting a Cover Page
- Using the Multi-Level Paragraph Numbering and Bullets feature
- Track Changes
- Inserting Comments

Module 6 - Mail Merge & Graphics

- Using the Mail Merge feature to create standard letters, envelopes and labels
- Creating Single Mailing Labels and Envelopes
- Inputting non-standard Symbols and Special Characters, i.e. μ , , ", ¥
- Inserting Pictures, Icons & 3D Models
- Insert SmartArt
- Insert Charts
- Inserting Screen shots or Screen clippings
- Inserting Online Videos