



Rock Solid Training Course Profile

Microsoft Word Advanced

One Day Course

Who is this training course suitable for?

Our Microsoft Word Advanced course is suitable for those with a sound working knowledge of Word who wish to progress to the most complicated functions and features.

Prerequisites

A working knowledge of Word is required, or our Word Intermediate course.

Benefits

At the end of this Word course you will have a complete understanding of the higher functions of Word. You will be able to perform the most advanced functions, including merging your documents with databases for mail-shots and producing well-defined forms. You will learn how to work with extremely large documents and how to use macros to speed through any repetitive functions.

Course Syllabus

Advanced Merging

- Overview of Mail Merge
- Creating a Main Document
- Working with an Existing Data Source
- Using External Data
- Sorting and Selecting Records
- Setting Query Options
- Using If, Then, Else
- Using Fill-In
- Performing the Merge

Styles

- Applying Styles
- Modifying Styles
- Creating Your Own Styles
- Styles Organiser

Long Documents

- Creating a Table of Contents
- Generating a Table of Contents
- Creating an Index Entry
- Generating an Index
- Using AutoMark
- Inserting Bookmarks
- Creating a Cross Reference
- Footnotes and Endnotes
- Tracking Changes
- Comparing Documents
- Versioning

Macros

- Recording a Macro
- Running a Macro
- Assigning a Macro to a Toolbar
- Customising the Toolbar Button
- Assigning a Macro to a Keyboard Shortcut
- Editing a Macro
- Deleting a Macro

Forms

- Creating an Online Form
- Using Text Form Fields
- Using Drop Down Boxes
- Using Check Boxes
- Saving the Form as a Template
- Setting the Form Field Options
- Protecting the Form
- Sections in Forms
- Calculations in Forms

Graphics

- Inserting ClipArt
- Moving and Sizing ClipArt
- Inserting WordArt
- Moving and Sizing WordArt
- Drawing Toolbar
- Moving and Sizing Objects
- Inserting Text Boxes
- Colours and Formatting

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