4D Training

Word Advanced

(all versions)

Who would benefit?

This course is for those who need to control and automate Word. Typically this is super users who need to set up templates for their department/organisation.

Objective

To give you practical experience of some of the advanced features to get the most from using Microsoft Word. By the end of this course you will be able to produce documents to a consistent layout based on templates you create which control formatting and you will have an understanding of how to automate Word with fields and macros.

Content

- Discuss individual objectives and revision of intermediate level topics
- Templates
  - Create, modify and manage templates for different documents including Minutes, Reports and Letterheads
  - Understanding how styles are used with templates
  - Controlling numbering with styles
  - Controlling which styles are displayed in the gallery and what formatting can be applied
  - Understanding how quick parts are used with templates
  - Understanding how the Quick Access Toolbar can be customised for different templates
- Complex documents
  - Recap on section breaks: Page orientation, complex headers/footers
  - Setting up the document for odd/even pages
  - Using bookmarks and cross-references
  - Captioning graphics (tables/charts) and creating a Table of Figures
  - Understanding Citations and Bibliography
  - Footnotes and Endnotes
  - Creating and updating a Table of Contents
  - Working with the Navigation Pane
  - Creating an Index
  - Understanding sub documents
- Fields and Forms
  - Understanding Word fields
  - Setting up documents to include drop-down lists and pre-populated date fields
  - Adding fill-in fields to templates
  - Applying document and section protection
- Introduction to macros
  - Record and play back a macro
  - Add macro buttons to the Quick Access Toolbar
  - Examining the Visual Basic code

Duration

One day

Pre-requisites

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