



4D Training

Word Power User

Who would benefit?

This is a course using the advanced features of Word course for business users who need to create and update large, complex documents effectively.

Objective

At the end of the course attendees will be able to:

- Create and edit styles
- Create and maintain AutoText entries
- Create and edit templates
- Work with fields (i.e. CreateDate and Fillin)
- Use Table of Contents, footnotes and captions
- Insert linked and embedded objects
- Use the Track Changes feature

Content

- Consistent formatting with Styles
 - Design and create styles
 - Modify and delete styles
 - Use automatic numbering
 - Use Style Organiser to copy styles between documents
- Work with large documents
 - Use find and replace effectively
 - Use Browse by Object and other tips
 - Manage documents with Outline View
 - Create and manage section breaks
 - Use captions
 - Use footnotes, endnotes and cross references
 - Work with Table of Contents, Table of Authorities and Table of Figures and Indexes
 - Inserting, viewing and updating field codes
- Document templates
 - Create a new template
 - Modify an existing template
 - Save styles and AutoText with templates
- Link and embed objects
 - Paste, link and embed objects from Excel, PowerPoint and other applications
- Workgroup collaboration
 - Understand document security
 - Review documents with Track Changes
 - Use comments and highlighting effectively
 - Use the document compare feature

Duration

One day

Prerequisites

Knowledge of Word to intermediate standard