

Microsoft Word Training Course



Introduction 1 day

Intermediate 1 day

Advanced 1 day

Prerequisites

Participants should have attended or have the knowledge of our Microsoft Word Introduction course.

Expected Outcomes

- Create enhanced tables
- Add header and footers
- Use more advanced formatting techniques for page and text
- Understand different views
- Understand the benefits of styles when creating documents
- Perform mail merge

Course Content

Document Views

- Print layout views
- Reading layout views
- Other views

Tabs

- Understanding tab types
- Setting up tabs
- Typing with tabs
- Editing tabs

Headers and Footers

- Inserting a header
- Header and footer ribbon
- Inserting a footer
- Inserting page numbers
- Inserting filenames and paths

Section Breaks

- Understanding section break
- Insert page breaks
- Insert section breaks
- Text wrapping

Mail Merge

- Understanding mail merge
- Mail merge wizard process
- Preparing starting document
- Review data list file
- Editing mail merge fields
- Completing the merge

Merging Techniques

- Running a saved merge
- Excluding receipts
- Filtering receipts
- Applying If Then rule
- Applying If Else rule

Templates

- Understanding templates
- Create a template

Page Techniques

- Insert cover page
- Insert blank cover page
- Adding watermarks
- Creating customer watermark
- Adding table of contents
- Text wrapping

Bullets and Numbering

- Customising a list
- Editing spacing
- Restarting/Continuing numbering
- Bullet spacing

Drawing and Illustrations

- Inserting shapes
- Inserting screen shots
- Creating/editing a smart art image
- Formatting pictures
- Compressing a picture
- Adding captions
- Cropping a picture

Advanced Tables

- Merging and splitting cells
- Table headings
- Table styles
- Splitting a table
- Converting tables to text
- Converting text to table
- Linking tables to Excel

Styles

- Style characteristics
- Applying styles
- Creating custom styles
- Adding styles to template
- Modify quick gallery

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