

Word - Advanced

Course Duration 3 hours

Aim

This session is designed to provide users with the skills necessary to work with complex documents.

Prerequisites

Completed the Word Intermediate course or equivalent experience

Topics

- ▼ Macros – recording, assigning to toolbars, menus, etc
- ▼ Customising toolbars
- ▼ Working with fields
- ▼ Create a Table of Contents, Index, Footnotes
- ▼ Work with Master Documents, Outlines
- ▼ Creating and using forms
- ▼ Protecting documents
- ▼ Reviewing feature
- ▼ Tracking changes
- ▼ Embedding and Linking
- ▼ Version control and document management
- ▼ Graphics
- ▼ Spreadsheet Data in Word

