

MICROSOFT WORD – ADVANCED COURSE OUTLINE

APPLICATION	MICROSOFT WORD
LEVEL	ADVANCED
DURATION	ONE DAY
WHO SHOULD ATTEND	The course is designed for existing users who are confident with the majority of the features available within Word, but want to extend their knowledge to enable them to maximise the use of Word's most advanced features.

OBJECTIVES

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

Outline View	use Outline View to manipulate text, and set up an outline document
Footnotes, Endnotes & Bookmarks	create, view and edit Footnotes, Endnotes and Bookmarks
Table of Contents	compile a table of contents using both built-in and custom styles update an existing Table of Contents
Index	compile and format an Index by marking entries and update an existing Index
Tracking Changes	understand tracking changes, track changes in the document, change tracking change options and compare documents
Link Information	link information in Word with other Windows applications, such as Excel spreadsheets
Macros	record, run, edit and rename a macro, attach a macro to an icon