Microsoft Word
Advanced

📅 Duration: 1 day
👥 Ideal group size: 6-8 people

Course overview

Our experts will show you how to use the advanced features of Word to their full potential. Ideal for policies, procedures and documents such as training manuals. You will learn how to manipulate large amounts of data, create referencing content, work with indexes, references, contents, footnotes and end notes and much more.

Topics covered

Customising Word and more

- Changing default options
- Customising the ribbon
- Using autocorrect
- Advanced find and replace
- Insert date and time fields
- View and edit field codes
- Create and use macros
- Using hyperlinks
- Recovering your document

Mailings

- Inserting merge and rule fields
- Creating labels and envelopes
- Setting up a main document
- Creating and editing a data source
- Selecting an existing data source
- Previewing a mail merge
- Completing a mail merge
- Line numbers
- Inserting riles and merge fields

Working with templates and forms

- Creating/using a document template
- Creating building blocks and auto text
- Using building blocks and auto text
- Copying styles in documents and templates
- Attaching different templates
- Password protecting documents
- Insert and deleting comments
- Enable macros
- Record and run macros

Outlines, long documents and references

- Numbering and outline
- Using cross references
- Creating table of contents
- Working with picture captions
- Using citations and bibliographies
- Footnotes and end notes
- Bookmarks and cross referencing

Delivery methodology (Face-to-face or virtual delivery)

Small groups
Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one
We also provide one-to-one 90 minute individual support workshops.

Tailored sessions
Talk to us about designing bespoke workshops for your team!

Related courses

- Microsoft Word – Basic
- Microsoft Word – Intermediate

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