

# SWANSTON

## **Microsoft Word Advanced Level**

*Duration: 2 day*

*If a one day course is required then select which of the topics are most important, to enable the tutor to cover them first.*

### ***What you will cover in this course:***

*Assuming you have a basic understanding of Windows & Word, you will learn to take advantage of the features listed below.*

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#### **Working With Paragraphs**

- Apply paragraph and section shading
- Use text flow options (Windows/Orphans options and keeping lines together)
- Sort lists, paragraphs, tables

#### **Working With Documents**

- Create and modify page borders
- Format first page differently than subsequent pages
- Use bookmarks
- Create and edit styles
- Create watermarks
- Use find and replace with format, special characters
- and no-printing elements
- Balance column length (using column breaks
- appropriately)
- Create or revise footnotes or endnotes
- Work with master documents and subdocuments
- Create and modify a table of contents
- Create cross reference
- Create and modify an index

#### **Using Tables**

- Embedded worksheets in a table
- Perform calculations in a table
- Link Excel data as a table
- Modify worksheets in a table

#### **Working With Pictures And Charts**

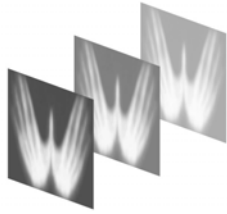
- Add bitmapped graphics
- Delete and position graphics
- Create and modify charts
- Import data into charts

#### **Using Mail Merge**

- Create main document
- Create data source
- Sort record to be merged
- Merge main document and data source
- Generate labels
- Merge a document using alternate data sources

#### **Using Advanced Features**

- Insert a field
- Create, apply and edit macros
- Copy, rename and delete macros
- Create and modify form
- Create and modify a form control (e.g add an
- item to a drop down list)
- Use advanced text alignment features with
- graphics
- Customize toolbars



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## **Collaborating With Workgroups**

- Create and format tables
- Insert comments
- Protect documents
- Create multiple versions of a document
- Track changes to a document
- Set default file location for workgroup templates
- Round Trip documents from HTML