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**silicon
beach**
TRAINING

Advanced Microsoft Word

Duration: 1 day

Prerequisites

Delegates should understand the basic concepts of creating and formatting a Word document

This is an Advanced Microsoft Word training course that will provide you with an understanding of the most advanced features of MS Word.

Microsoft Word is a very powerful word processing application designed to save you time and make easy work of creating forms, address labels, merging data into form letters and other tasks.

Course Content

Styles

- Using the Styles Gallery
- Defining a new style
- Defining keyboard shortcuts to styles
- Using the Style Inspector
- Creating Table of Contents from Styles

Sections

- Inserting Section Breaks
- Using Multiple Headers & Footers in a Document
- Alternating Headers and Footers
- Creating Columns
- Inserting column breaks

Tabs

- Default tabs
- Setting Customised Tabs
- Using Leaders

Autotext

- Creating Autotext entries
- Retrieving Autotext

Using Word Galleries

- Customising Headers & Footers
- Customising Cover Pages
- Quick Parts
- Using the Building Block Organiser

Using Themes

- Word In-Built Themes
- Setting up your own Theme

continued...



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Related Courses

Advanced Access: 1 day

Advanced Excel: 1 day

Beginners Word: 1 day

MS Project: 2 days

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Mail merge

- Creating the Mail Merge Letter
- Creating the Names and Addresses
- Using the Mail Merge Wizard
- Using the Mailings Ribbon Tab
- Query options
- Merging to labels/Envelopes

Graphics

- Inserting an Illustration
- Modifying a image
- Scaling a image
- Moving a image
- Using Text Boxes

Macros

- Overview of macros
- Recording a macro
- Playing the macro
- Overview of auto macros
- Automatically filling in a document



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