

Microsoft Word from [Microsoft Office](#) 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.



The Microsoft Word Masterclass Training Course, that will provide you with an understanding of the most advanced features of MS Word. If you are looking for Masterclass Word Training then please call us on [+44 \(0\)1273 622272](#) - we cater for all abilities and experiences.

## Prerequisites

There are no prerequisites for this course.

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## Course Objectives

At the end of our Microsoft Word Masterclass training course you will be able to:

- Use styles to save time formatting documents
  - Set up templates using sections (inc. headers, footers and sidebars)
  - Use Mail Merge
  - Understand and use macros to increase productivity and reduce repetitive tasks
  - Use advanced graphics features
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## Styles

- Defining a new style
- Defining a new style by example
- Modifying a style by example
- Defining keyboard shortcuts to styles
- Working with sections

## Sections

- Headers and footers
- The header and footer toolbar
- Inserting page numbers, dates and time
- Changing a header or footer
- Setting up different headers or footers
- Columns
- Inserting column breaks

## **Tabs**

- Default tabs
- Tab alignments

## **Mail merge**

- Main documents
- Mail merge process
- Viewing the source data
- The main document toolbar
- Query options
- Merging to labels

## **Labels and envelopes**

- Single labels
- Label options
- Envelope options

## **Autotext**

## **Autocorrect, Table Of Contents & Indexes**

- Creating a table of contents
- Creating an index
- Marking index entries
- Using a concordance file
- Building the Index

## **Macros**

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

## **Graphics**

- Inserting a graphic
- Modifying a graphic
- Scaling a graphic
- Moving a graphic
- Formatting a graphic
- Drop caps
- Microsoft wordart

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