

Microsoft Word Masterclass Training

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

Objective

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

Details

Duration: 1 Day

Course PreRequities

There are no prerequisites for this course.

Course Content

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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