Microsoft Word – Advanced

About this course

This course is intended for anyone who has already attended the Microsoft Word Intermediate course or who uses word proficiently on a daily basis but would like to learn more. The course will recap on some functionality from the Intermediate course as well as delve into the world of mail merge and create professional documents using templates that enable the same style and uniformity across all business documents. Macros will be introduced as time saving measures for common word tasks. Finally participants will learn to apply professional graphics to word documents and create useful forms.

At all times common issues will be addressed and applicability of word for participant's business usage/efficiencies will be discussed.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Create professional business document templates
- Produce multiple letters, print names and addresses to labels, and automatically generate multiple e-mails through the Mail Merge functionality.
- Record and play back Macro's to save time on routine tasks
- Apply professional graphics to word documents.
- Create professional forms

Who should attend

This course is suitable for those who have completed our Intermediate word course or are using Microsoft Word on a day to day basis and are confident in more difficult tasks but wish to enhance their skills.

If you have not attended our Intermediate word course a pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

Course syllabus

Module 1: Recap of Intermediate topics
- A recap of some word basics learned in the Intermediate word programme.

Module 2: Mail Merge
- Introduction to mail merge
- Perform a basic mail merge
- Merging to letters, labels, catalogues and email
- Advanced mail merge options
- Sorting, finding and filtering records

Module 3: Graphics
- Insert pictures and objects
- Using smart art
- Charts
- Animated bullets
- Formatting graphics

Module 4: Forms
- Exploring types of form fields
- Insert form fields
- Fill in text
- Fields in tables
- Protecting the form
- The stylish form

Module 5: Business Templates
- Creating Stunning templates for your business documents
- Applying advanced styles and graphics to templates
- Modifying standard templates
- Customising your toolbars

Module 6: Macros
- Record and play a macro
- Assign a macro to a toolbar

Module 7: Practical Project
- Create a professional document as a business solution using what has been learned in class.