

Course: Microsoft Word Advanced

Duration: One Day

Course Contents:

1: Creating and Using Columns Using Maths in a Table. Linking Excel Creating and Using Side-by-Side Paragraphs. Creating Snaking Columns. Using Snaking Columns. Placing a Dropped Capital.	4: Laying out a Document Indexes and Concordance Files Create a Concordance File Create an Index Outline an Existing Document Inserting Comments Place Captions on Figures and Tables Using Citations in a Document Footnotes and Endnotes Headers and Footers
2: Outlining Creating an Outline. Demoting & Promoting. Sorting Outline Text. Outline View	5. Creating Forms Text Fields Tick Boxes Drop Down Lists Protecting Sections
3: Table of Contents, Tracking Changes and Sorting Creating a Table of Contents. Editing a Table of Contents. Tracking Users' Changes. Sorting Text and Numbers.	

Course Objectives: This course is designed for users of Word (any version) who want to go beyond intermediate tasks. It will give delegates skills in handling complex documents and advanced word processing features.

Who should attend: Word users concerned with long and/or complex documents and advanced page layout needs.

Experience Needed: Delegates should have a good grounding in Word (any version) and be familiar with most character and paragraph formatting features.

Cost: The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

Support: Each trainee will receive six months free telephone support after the course. This is available during office hours.