

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Produce documents to a consistent layout using advanced formatting features
- * Create templates to standardise document content and layout
- * Use the Mail Merge feature
- * Use the long document capabilities to produce complex publications
- * Integrate data from external applications

PREREQUISITES

It is recommended that participants have basic experience with the fundamental uses and applications of Microsoft Word 2013 including the ability to:

- * Produce and store a document.
- * Edit text to a required format and layout i.e. include a variety of character and paragraph formats, amend page setup features and create basic headers and footers.
- * Incorporate simple built-in functions.
- * Organise and maintain text in a table.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

PARAGRAPH FORMATTING

- * Line spacing options ie Widow/Orphan
- * Applying and modifying multilevel lists

PICTURES

- * Working with Screen Shots
- * Picture tools and artistic effects
- * Compressing and resetting pictures
- * Picture styles, borders and cropping
- * Applying text wrapping

SECTIONS

- * Inserting and deleting Section Breaks
- * Changing the Section Break type
- * Changing page format within sections

HEADERS AND FOOTERS

- * Applying different headers and footers to sections, first page and odd and even pages

TABLES

- * Merging and splitting cells within a table
- * Modifying cell alignment and margins
- * Modifying text direction and wrapping
- * Repeating the table heading row for multi-page tables and controlling row breaking
- * Performing sorts in a table
- * Converting text to a table and table to text

STYLES

- * Types of styles and applying styles
- * Creating, modifying and deleting a paragraph or character style
- * Enabling automatic style updating

COLUMNS

- * Applying column formatting to an entire document or to 'selected text'
- * Changing number of columns
- * Changing column widths and spacing
- * Inserting and removing lines between columns
- * Inserting and deleting column breaks

BUILDING BLOCKS (AUTOTEXT)

- * Creating and inserting Building Block items
- * Modifying or deleting a building block item

ADVANCED FIND AND REPLACE

- * Advanced find and replace options using font formatting, paragraph formatting, paragraph marks, page breaks
- * 'Paste special' options using formatted and unformatted text

CAPTIONS

- * Manually adding a caption to an object
- * Adding and removing caption labels
- * Changing the caption number formatting

FOOTNOTES AND ENDNOTES

- * Inserting, editing, formatting and converting footnotes and endnotes

BOOKMARKS AND CROSS-REFERENCES

- * Adding and deleting a bookmark
- * Creating and deleting a cross-reference to a bookmark, numbered item, heading, figure, table or an index entry

MASTER DOCUMENTS

- * Creating a master document
- * Inserting and removing sub-documents
- * Using text outline options

TRACKING AND COMMENTS

- * Tracking, accepting or rejecting changes
- * Inserting, displaying, editing and removing comments
- * Comparing and combining documents

TABLES OF CONTENTS AND INDEXES

- * Creating and updating a table of contents or a table of figures
- * Marking an index entry or sub-entry
- * Compiling and updating an index

LINKING AND EMBEDDING

- * Linking and displaying a linked object as an icon or as actual data
- * Updating or breaking a linked document
- * Embedding data as an object
- * Editing or deleting embedded data

MACROS

- * Recording a macro
- * Assigning a macro to a button

FIELDS

- * Inserting and deleting fields and fill-in fields
- * Changing the number formatting, updating, locking and unlocking fields

FORMS

- * Creating and modifying forms
- * Protecting a Form
- * Password protecting a Form

TEMPLATES

- * Creating and using a word template
- * Modifying a word template

ADVANCED MAIL MERGE

- * Editing and sorting a mail merge list
- * Ask fields and bookmarks
- * Inserting if...then...else... fields
- * Using merge criteria in a mail merge

PASSWORDS AND EDITING RESTRICTIONS

- * Adding and removing 'opening' or 'no modifications' password document protection
- * Allowing only tracked changes or comments
- * Marking a document as a final version

ADDITIONAL FEATURES

- * Compatibility Mode
- * Adding, removing or modifying a pre-defined or custom text watermark
- * Creating, modifying and deleting an Autocorrect entry
- * Inserting, editing or removing Hyperlinks