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

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