



An Expert Knowledge course **Mastering Microsoft® Word**

Level: Stage 3

About this course

The aim of this course is to introduce the more advanced features of Microsoft® Word. Primarily the content is focused on automating long documents. However, Desktop Publishing and calculation in Tables are included.

Who should attend?

This course will suit people who are more than proficient in the fundamentals of document creation and formatting (completed Stage 1 & 2) and who now wish to master Microsoft® Word.

Learning objectives

By the end of this course, participants should be able to confidently:

- ✓ Use Styles to quickly format a document in a structured manner
- ✓ Insert reference text such as a table of contents, index, footnotes, endnotes and cross-references
- ✓ Display edits to a document using Tracking
- ✓ Create and use macros to cut down on processing time
- ✓ Create professional looking documents using desktop publishing features
- ✓ Create calculations in Word tables
- ✓ Use Excel worksheet data in a Word document

Learning method

This course is designed to be instructor led. Instruction follows a “hands-on” approach. Each delegate will require a PC with Microsoft® Word software installed. The course can be complemented with user reference manuals (optional). Use of a whiteboard and data projector would be beneficial.

Course pre-requisites

This course is designed for users who are proficient with all topics covered in our Microsoft® Word *Essential Skills* and *Increasing Productivity* courses.

Course duration

Course delivery consists of 8 hours hands-on tuition. This can be delivered in one session or 2 x 4hr sessions. Please note the duration is set for a maximum of 8 persons. If you are thinking of running this course for a smaller or larger group please contact us for confirmation of the required duration.

Skill check

The instructor will provide practical exercises and practice files. Delegates can request assistance when working through the exercises. The aim is to ensure a skill has been developed to ensure the learning objectives have been met, therefore, where ever possible delegates are encouraged to repeat the exercise unassisted.

Safety check

The instructor will explain the benefit of good posture with recommended safety checks to be made during the session and when working on a PC in general.

Course content

Topics covered in this course include the following:

Styles and Outline

- Using the default styles
- Creating a new style
- Mapping a style to shortcut keys
- Document styles versus template styles
- Copying, finding, replacing and deleting styles
- Structuring a document using outlining

Working with large documents

- Understanding and using the Document Map
- Working with bookmarks
- Working with footnotes and endnotes
- Generating a table of contents using Styles
- Working with cross-references
- Creating an index using fields and an AutoMark file

Tracking and sharing documents

- Tracking changes in your document
- Accepting and rejecting revisions
- Saving versions of a document
- Comparing and merging documents
- Working with comments

Macros

- Understanding macros
- Recording and then running a simple macro
- Copying, renaming and deleting a macro
- Removing a macro tool from the toolbar or keyboard
- Editing a macro
- Understanding simple VBA

Desktop Publishing

- Inserting clip art into a document
- Using the Clip Art task pane and the Clip Organiser
- Inserting picture files into a document
- Creating graphic objects
- Inline and floating pictures
- Moving, resizing and cropping a picture
- Adding text to graphic objects
- Formatting a picture
- Utilising the Design and Formatting tabs
- Grouping, rotating and flipping objects
- Setting object order

Advanced tasks in Tables

- Converting text to tables and tables to text
- Numbering within tables
- Sorting information
- Repeating a table heading on subsequent pages
- Calculating in tables
- Table AutoFormat
- Excel worksheets in Word