

COURSE CONTENT

- ❖ **Setting up documents using styles**
 - Modifying styles
 - Creating a new paragraph style
 - Deleting a style
 - Creating numbered heading styles, Applying heading styles using the keyboard
- ❖ **Outlines: Creating an Outline**
 - Collapsing and expanding outline levels
 - Moving a heading
 - Inserting text into an outline
- ❖ **Navigating by using the Document Map**
- ❖ **Creating Headers and Footers on the first page of a document only**
- ❖ **Inserting a Table of Contents: Numbering pages of a document with a Table of Contents**
 - Updating a Table of Contents after making changes
- ❖ **Footnotes and Endnotes**
- ❖ **Inserting and creating Captions**
 - Auto Caption, Repeating a Caption
 - Creating a new Caption Label, Updating Captions
- ❖ **Creating Cross References**
- ❖ **Using the Browse Object Button**
- ❖ **Tracking changes in a document**
 - Protecting the document
 - Editing a "Track Changes" document
 - Adding a comment, Viewing comments, Editing comments
 - Deleting comments, Printing comments
 - Reviewing track changed edits
 - Accepting or rejecting changes
 - Turning tracking off
 - Merging comments and changes from several reviewers into one document
- ❖ **Creating and comparing multiple versions of documents**
 - Saving a version of a document as a separate file
 - Reviewing and incorporating revisions
- ❖ **Inserting an Organisational Chart**
 - Adding more shapes to an Organisational Chart
 - Changing the layout and format of the chart
 - Editing an Organisational Chart
- ❖ **Inserting Pictures into a document**
 - Resizing a picture, Placing a picture within text
- ❖ **Adding a Water Mark to a document**
 - Adding text as a watermark
- ❖ **Creating Forms using the Forms Toolbar,**
 - Creating drop-down form fields, Creating check boxes, Protecting forms
 - Saving a form as a Template, Opening a template

Microsoft Word makes everyday tasks such as creating professional looking documents, tables, envelopes, charts, columns, drawings and many more tasks - just a click away with the Toolbars.

- ❖ **Form Letters (Merging Documents)**
 - Creating the main document and data source document
 - Using the Mail Merge Toolbar
 - Merging the document to the data source, Editing data records
 - Using Excel as a source document
- ❖ **Using Macros: Recording and running Macros**
 - Running a Macro from a toolbar button, Deleting a Macro
- ❖ **Auto Summarising a document**
- ❖ **E-mailing a document**

1 Day course

The Microsoft Word Advanced course includes all training material, lunch, teas/ coffees and certificate.

Who should attend?

- Business Professionals
- Personal Assistants
- Secretaries
- Researchers
- Administrative Staff
- Analysts

Pre-requisite

Must have completed the MS Word Basic/Intermediate course or have knowledge of the Basic and Intermediate functions as in the course content set out in Levels, 1, 2 and 3.

Bookings

Contact Adrian Jonck on (011) 679 1193 or email: adrian@konitek.co.za to enquire about availability and dates.