

Course Overview:

Move beyond the basics and learn to use some of Microsoft Word's more powerful features. You will learn to automate Word using AutoCorrect and will use Building Blocks to insert repetitive content. You will create, apply and edit styles using character and paragraph formats in order to format documents quickly and consistently. You will also learn to improve the appearance of documents using the many advanced character formatting features. Tables and Tables of Contents will also be created and formatted using different strategies. Many other useful Word features will be reviewed including sections, headers and footers, navigating with the Navigation Pane, linking with Excel, themes and mail merges.

Course Content:

The Ribbon, Quick Access Toolbar and Themes

- Overview of the Ribbon and Quick Access Toolbar and the new Backstage View (Office 2010).
- Using predefined themes to automatically apply formatting to documents
- Creating custom themes with a custom colour scheme and custom theme fonts

Eliminate Repetitive Typing

- Using the AutoCorrect command to automatically correct common typing errors and creating your own AutoCorrect entries
- Using the predefined Building Blocks command to store large amounts of text frequently used
- Inserting special characters into a document and using keyboard equivalents to type in non-breaking spaces and non-breaking hyphens
- Collecting and pasting multiple items using the Clipboard

Advanced Formatting

- Applying advanced paragraph formatting to control indents, spacing and pagination of paragraphs
- Setting, changing and deleting custom tabs and setting a leader tab
- Applying custom borders and shading to add interest to your text, paragraphs and pages
- Using custom bullets and numbering to itemize a list
- Applying page formatting and section breaks to allow different headers and footers and margins in each section of a document

Automate Formatting using Styles

- Creating and editing styles, including: character and paragraph formatting to automatically format and edit a document
- Working with the Styles task pane
- Managing styles and copying styles between documents



Intermediate and Advanced Microsoft Word 2007/2010 -

Two-Day Course

Windows

Navigation Techniques

- Using the improved Navigation Pane, the browse object button and using the Outline View to navigate quickly through a document

Table of Contents

- Creating an automated table of contents using heading styles
- Updating and formatting Tables of Contents

Tables

- Creating tables to quickly and easily arrange text in columns and rows
- Applying table styles and other formats to tables
- Inserting and deleting columns and rows and creating a header row
- Creating a formula in a table

Linking Microsoft Excel and Word

- Inserting linked data from Microsoft Excel into a Word document
- Updating linked data
- Breaking a link

Collaboration

- Reviewing and tracking changes made in a document.
- Comparing two documents that were revised without using the Track Changes feature

Mail Merge

- Using the Mail Merge Task Pane to create personalized form letters to multiple contacts from different data sets