

Students will learn techniques for creating longer documents in word and advanced concepts for automating the use of Word.

Pre-Requisites

This course assumes that you have gained an understanding of the basic topics of Microsoft Word (as covered in the Word Essentials & Intermediate courses).

Duration

2 Days

Cost

\$600 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

Page Techniques

- Inserting a Cover Page
- Inserting a Blank Cover Page
- Adding a Watermark
- Applying Page Colours
- Applying Page Borders

Saving to PDF

- Acquiring the Add-in
- Saving a Document as PDF
- Viewing a PDF

Merging Techniques

- Understanding Mail Merge
- The Mail Merge Process
- Selecting Specific Recipients
- Filtering Recipients
- Sorting Recipients
- Setting an IF Rule

SmartArt

- Creating an Organisation Chart
- Typing Text Using the Text Pane
- Adding Shapes
- Changing the Layout
- Changing Colours
- Changing SmartArt Styles

Bookmarks

- Creating Bookmarks
- Going to a Bookmark
- Deleting Bookmarks

Table Of Contents

- Using a Built In Table of Contents
- Navigating using a Table of Contents
- Updating a Table of Contents
- Marking a Paragraph for Inclusion
- Removing a Table of Contents
- Changing the Style of the Table of Contents

Indexing

- Understanding Indexing
- Marking Index Entries
- Creating an AutoMark File
- Using an AutoMark File
- Deleting Unwanted Index Entries
- Creating an Index

Fields

- Understanding Field Codes
- Using Document Information Fields
- Showing and Hiding Field Codes
- Using Formula Fields
- Converting Fields to Text
- Updating Fields
- Locking and Unlocking Fields
- Using Format Switches
- Useful Field Examples

Interactive Fields

- Understanding Interactive Fields
- Using FILLIN
- Typing Fields Directly into the Document
- Inserting ASK
- Using REF to Display Bookmarks

Master Documents

- Understanding Master Documents
- Creating a Master Document
- Creating Subdocuments
- Working with Master Documents
- Formatting a Master Document
- Building a Table of Contents
- Printing a Master Document

Tracking Changes

- Understanding Tracking Changes
- Setting Tacking Options
- Turning Track Changes On/Off
- Showing Revisions in Balloons/InLine
- Displaying the Reviewing Pane
- Accepting Changes
- Rejecting Changes

Protecting Documents

- Making a Document Read Only
- Working with a Read Only Document
- Restricting Formatting
- Using a Document Restricting Editing
- Making Exceptions
- Stopping Protection

Electronic Forms

- Understanding Content Controls
- Displaying the Developer Tab
- Adding Text controls
- Using the Date Picker Control
- Adding Formulas
- Adding a Combo Box
- Adding a Drop-Down List
- Protecting and Saving the Form

Macros

- Setting Macro Security
- Recording a Simple Macro
- Running a Macro
- Assigning a Macro to the QAT
- Editing a Macro
- Deleting a Macro