

Students will learn techniques for creating longer documents in word and advanced concepts.

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

Level 7
105 St George's Terrace
Perth WA 6000
P: (08) 9322 4115
F: (08) 9322 4005
E: courses@sigmatraining.com.au
W: www.sigmatraining.com.au

Course Content

Using Word Automatics

- Creating AutoText Entries
- Using AutoText Entries
- Creating AutoComplete Entries
- Using AutoComplete Entries
- Using AutoCorrect
- Adding AutoCorrect Entries
- AutoFormatting Text
- AutoFormatting As You Type
- Adding AutoText To A Template

Drawing Tables

- Drawing A Table
- Evenly Spacing Table Lines
- Nesting A Table

Table Features

- Creating A Table From Text
- Creating Formulas
- Updating Calculations
- Sorting Table Data
- Merging Cells
- Splitting Cells
- Table Gridlines
- Inserting An External Table
- Table Properties
- Changing Table Alignment
- Wrapping Text Around A Table
- Changing Row Height
- Changing Column Widths
- Changing Text Alignment In A Table
- Stretching And Dragging Tables
- Changing Text Direction
- Creating A Repeating Header Row

Merging Techniques

- Performing A Conditional Merge
- Sorting A Merge
- Merging From Another Data Source
- Using IF For Merging
- Skipping Records
- Merging Statistics
- Merge Fields That Prompt For Information
- Merging With Prompts

Using Styles

- Styles
- Applying Existing Styles
- Creating A New Style
- Manually Modifying A Style
- Styles By Example
- Automatically Modifying Styles

Managing Styles

- Copying Styles To Another Document
- Applying Copied Styles
- Saving A Style To The Active Template
- The Style Gallery
- Changing The Root Style

Sections

- Inserting A Next Page Section Break
- Inserting A Continuous Section Break
- Controlling Odd And Even Section Breaks

Headers and Footers

- Creating Headers
- Creating Footers
- Formatting Headers And Footers
- Changing First Page Headers And Footers
- Creating Odd And Even Pages
- Creating Section Headers

Columns

- Creating Columns
- Specifying Columns Settings
- Balancing Column Text

Longer Documents

- Bookmarks
- Creating Footnotes
- Creating Endnotes
- Converting Footnotes And Endnotes
- Modifying Footnotes And Endnotes
- Deleting Footnotes And Endnotes

- Creating A Table Of Contents
- Navigating Using A Table of Contents
- Updating A Table Of Contents
- Updating Page Numbering
- Marking Index Entries
- Creating A Concordance File
- Using A Concordance File
- Deleting Unwanted Index Entries
- Creating An Index
- Marking Citations
- Generating A Table Of Authorities

Outlining

- Creating A New Document In Outline View
- Working With An Outline
- Outline Numbering
- Outlining An Existing Document
- The Document Map
- Assigning Outline Levels To Paragraphs

Fields

- Document Information Fields
- Working With Fields
- Formula Fields
- Unlinking Fields
- Updating Fields When Printing
- Printing Field Codes

Prompting Fields

- Using The FILLIN Field
- Typing Fields Into A Document
- Activating Fields

Macros

- Understanding Word Macros
- Setting A Macro Security Level
- Recording A Simple Macro
- Running A Macro
- Assigning A Macro To A Toolbar
- Modifying A Macro Tool
- Assigning A Macro To A Menu
- Assigning A Macro To A ShortCut Menu
- Creating A Custom Pull-Down Menu
- The Many Ways Of Running A Macro
- Editing A Macro
- Deleting A Macro
- Removing References To Macros
- Creating A Macrobutton Field