

## MS Word - Advanced Level

The course gives delegates the knowledge to:

- Learn to protect documents
- Use Excel worksheet functions and advanced table features and formats
- Use advanced document enhancements such as graphics, special characters and watermarks.
- Use advanced reviewing techniques and skills.

### Course Topics

#### Review Existing Knowledge

- Explore Users existing knowledge
- Explore users Work requirements

#### New Features in Word 2013

- Compatibility
- Ribbons (Review)

#### 1 Sorting and Merging Text and Data

- Sorting
- Merging
  - Mail merge
  - Labels and Envelopes
- Protect Document

#### 2. Working with Formulas, Worksheets, and Charts

- Calculating in Tables
  - Using Formulas
- Using Worksheets
  - Creating and Modifying Worksheets
  - Embedding Existing Excel Worksheets
  - Working with Charts
  - Importing and Copying Data into a Datasheet

### Audience

Those who have a good working knowledge of Word and wish to enhance their knowledge and skills using this programme

### Course duration

One day

### Pre-requisites

Delegates should have an understanding of any of the following operating systems: Windows XP or later.



continued over 

## Course Topics continued:

### 3. Introduction to Macros

- Recording and Running Macros
- Managing Macros
- Deleting Macros

### 4. Enhancing Documents

- Working with Graphics
  - Positioning and Deleting Graphics
- Using Advanced Enhancement Techniques
  - Inserting Special Characters
  - Inserting Watermarks
  - Formatting First Pages
- Working with References
  - Footnotes
  - Captions
  - Index
  - Table of Authority

### 5. Reviewing Documents

- About saving versions of a document
- Document Compare
- Tracking Changes

## Exam details

There is no exam at the end of this course.