

## Microsoft Word: Advanced

The content outlined below focuses on producing professional documents consistently and efficiently. It will enable the learner to set up a corporate style for reports, proposals and letters, and capture this style in templates which will reduce the effort required to produce documents. It also addresses the issues of managing the size of images and imported objects in a document, and managing large documents generally.

### 1 Laying out text

#### Aims of this session

To ensure you have a comprehensive understanding of all the formatting features in Word, including table formatting.

On completing this session you will be able to

- Formatting text
- Use alignment and adjust line spacing
- Lists and indentation
  - Controlling list numbering and bullet styles
  - Using indent tools and tabs
  - Copy formats
- Using tables to organise lists
- Defining paragraph styles for consistent use of white space

### 2 Defining styles for headings and subheadings

#### Aims of this session

To understand the use of heading styles and how to define styles. Also to use the features which become available when you structure your document with styles.

On completing this session you will be able to

- Use the style and formatting task pane
- Define and modify styles including numbering and spacing
- Use the power of heading styles
- Generate automatic table of contents
- Use outline view and document map
- Insert cross references and hyperlinks

### 3 Structuring and finishing a document

#### Aims of this session

To ensure you can control the layout and presentation of your document and prepare it for printing.

On completing this session you will be able to

- Using section and page breaks
- Preparing Headers and Footers, for the title page and each section of the document
- Changing page orientation for inclusion of diagrams and tables
- Use print options

## **4 Capturing corporate style in a template**

Aims of this session

To make use of the styles you define to create templates for consistent presentation of documents.

On completing this session you will be able to

- Understand the concept of templates
- Create a template capturing your styles
- Create a new document based on a pre-defined template
- Make updates to a template

## **5 Importing images and objects**

Aims of this session

To enable you to import images and objects into your documents and to understand the drawing tools provided. You will also be able to manipulate image files.

On completing this session you will be able to

- Inserting and resizing images
- Positioning images in relation to text
- Controlling the size of image files
- Picture editing and drawing tools in Word
- Insert spreadsheets and charts into a document

## **6 Reviewing documents and tracking changes**

Aims of this session

To enable you to review and comment on a document, and use comments made by others.

On completing this session you will be able to

- Using Word tools to comment and mark up a document and circulate it round a team
- Understand the options for tracking changes made by different parties
- Use the features of the Reviewing toolbar
- Use the versions function to keep an audit trail of revisions to a document