

Microsoft Word : Advanced

The course outlined here focuses on producing professional documents consistently and efficiently. It will enable you 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 develop an understanding of the range of text formatting features in Word, and enable you to create tables and apply formatting to cells, rows, columns or tables.

On completing this session you will be able to

- Format font size, type, style and colour
- Use alignment and adjust line spacing
- Use lists
- Copy formats
- Create and format tables
- Sort table data

2 Document design and heading styles

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

- Apply styles to text
- Define and modify styles including numbering and spacing
- Generate automatic table of contents
- Work with navigation pane and outline view
- Insert cross references and hyperlinks

3 Structuring and finishing a document

Aims of this session

To ensure you can use sections, headers and footers to complete a document, and use print preview to prepare it for printing.

On completing this session you will be able to

- Insert header and footer information
- Modify page orientation and size
- Preview a document
- Change print options

4 Capturing corporate style in themes and templates

Aims of this session

To introduce themes and make use of themes and styles to create a corporate style and capture it in a template, enabling you to produce consistently professional documents.

On completing this session you will be able to

- Understand the concept of themes
- Understand the concept of templates
- Define themes, heading styles, header content, footer content, bullet and numbering styles and store in a template
- Use a predefined template to create a new document
- Making updates to a template

5 Pictures, images and importing

Aims of this session

To enable you to enhance documents with graphics, to understand the drawing tools provided, and be able to insert and manipulate image and object files.

On completing this session you will be able to

- Insert and resize images
- Position images in relation to text
- Create and format graphics using shapes and SmartArt
- Use picture editing and drawing tools in Word
- Insert a spreadsheet and graph into the document

6 Reviewing documents and tracking changes

Aims of this session

To gain an understanding of change tracking functions and their use for reviewing documents in a team.

On completing this session you will be able to

- Use 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 Review tab
- Ensure all mark-ups are removed