

WORD ADVANCED

COURSE OUTLINE



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6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This course is specifically designed for individuals who have a foundational understanding of Microsoft Word and want to elevate their skills to an advanced level.

Pre-Requisites:

Participants should have a basic proficiency in using Microsoft Word, including knowledge of basic formatting, document navigation, and familiarity with common tools.

Course Objectives:

By the end of this one-day course, participants will have gained advanced proficiency in Microsoft Word, enabling them to create, format, and manage complex documents efficiently while leveraging advanced features for enhanced collaboration and document automation

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- Document Formatting:
 - Mastering advanced formatting options, styles, and themes.
 - Utilising advanced paragraph and character formatting features.
- Sections and Page Layout:
 - Managing document sections for varied layouts.
 - Implementing advanced page layout techniques.
- Advanced Tables and Graphics:
 - Creating complex tables with advanced formatting.
 - Integrating and manipulating graphics and SmartArt.
- Document Automation with Macros:
 - Introduction to Word macros for automating repetitive tasks.
 - Creating and running basic macros.
- Advanced Document Collaboration:
 - Utilising advanced reviewing and collaboration tools.
 - Managing document changes and comments efficiently.
- Advanced Mail Merge Techniques:
 - Creating personalised mail merge documents.





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- Leveraging advanced mail merge features for complex scenarios.
- Advanced Document Organization:
- Mastering document outlining and navigation.
- Utilising advanced features for document organization.
- Document Security and Protection:

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