

Course Outline

MS Word - Advanced Features and Formatting

Course ID: WORD3002	Course: MS Word – Advanced Features and Formatting
Duration: 7 Hours	No. of Delegates: max 7
Course Format: Presentations, Demonstrations and Practical workshop	
<i>Delegates' Pre-Requisite Knowledge/Skills</i> Delegates have good working knowledge of MS Word including creating/saving documents, basic formatting, setting font size and style, using bullets, justification/alignment, cut & paste.	
<i>Learning Outcomes/Objective</i> At the end of the course delegates will be able to: <ul style="list-style-type: none"> ▪ Create and format complex Tables and use Formulas in Tables ▪ Create/Modify styles, Numbered Headings and generate a Table of Contents ▪ Insert Fields into a document and into headers & footers ▪ Use Fill-in fields/Ask to obtain information from the user and include it in a document ▪ Create and use Word Templates ▪ Use the Word Mail Merge facility 	
<i>Course Outline</i> <ul style="list-style-type: none"> ▪ Tables <ul style="list-style-type: none"> ○ creating tables, inserting cells ○ formatting, borders, shading, cell alignment ○ nested tables and merged cells ○ formulas ▪ Creating & Modifying Styles ▪ Auto-generating a Table of Contents ▪ Bookmarks & Hyperlinks ▪ Document Properties and Fields ▪ Creating useful Headers and Footers ▪ Custom Properties for easy updating and document management ▪ Creating a template document and prompting for user input ▪ Saving and using Word Templates ▪ Mail merge <ul style="list-style-type: none"> ○ Designing the data structure ○ Creating a document using Mail Merge fields ○ Creating/Editing the Data in Word ○ Creating the Merged Document ○ Sorting and Filtering ○ Using External Data Sources 	