MS Word Advanced (1053)

Duration: 1 Day

Membership: This course is intended for the accomplished users of MS Word who are looking to expand their knowledge of the application to a higher level.

Objectives: On completion of this course delegates will be able:

- To create and use advanced templates effectively
- To design, create and manage ForMS effectively
- To control document layout with section breaks
- To create Indexes, tables of contents
- To utilise comments, endnotes and footnotes in documents
- To track changes in different versions of the same document
- To record and edit simple macros
  with or without the use of the course notes.

Structure: Each course will consist of 4 sessions divided into modules of work.

Content:

- Advanced templates
- Advanced styles
- Creating forms
- Document layout
- Drawing objects
- Creating a report
- Sharing documents
- Macros

Pre-requisites: Delegates should be confident with the skills covered in our MS Word Foundation & Intermediate (1051 &1052) course

Contact:

101 SystemWorks Ltd
0121 681 6550
07973 507371
les@101systemworks.co.uk