



**Dunston IT**

*Confidence in Training*

# Microsoft Word Advanced

**Introduction** Microsoft Word is one of the world's best-selling Windows word processors. Word offers a full range of WP facilities, graphics integration and linking to other Windows products.

**Objectives** To consolidate and extend existing knowledge of Word and to be conversant with the advanced formatting features and tools.

**Designed for** Existing users of Word. Participants should have either attended our Word Intermediate course or attained a similar level of proficiency.

**Duration** One day training course.

**Cost** £195 plus VAT

**Topics**

**For further information call**

**01252 406420**

[www.dunston.it](http://www.dunston.it)

## Review of skills

### Editing large documents

- ✓ Outline View
- ✓ Creating and using styles
- ✓ Applying Outline Numbering
- ✓ Sub-documentation & Master Document View
- ✓ Using section breaks
- ✓ Contents Tables and Indexes

### Advanced Mail Merge

- ✓ Editing data sources
- ✓ Sorting and filtering records
- ✓ Conditional (If...then...else) merge

### Fields in Templates

### Creating and using Forms

### Recording and running Macros

### Customising Toolbars and User Options

### Advanced Tables

- ✓ Converting tables to text
- ✓ Converting text to tables
- ✓ Calculations in tables
- ✓ Table headings

### Reviewing Documents

### Graphics and Desktop Publishing

### Object Linking and Embedding

**Follow up** Word Macros and VBA Programming Introduction – 1 day