

Meteor IT

Training Course Outline

Microsoft Word - Advanced

Duration: 3 hours

Overview and pre-requisites

This course is aimed at people who collaborate on long or complex documents and need to be able to update and review their work efficiently. Features such as cross-references and fields can help to automate documents and reduce reliance on human checking. The reviewing features are an essential tool for working with others and being able to control what happens to a document during its lifecycle.

All attendees should already be comfortable with using Word and be familiar with its basic functions. Specifically users should know how to:

- Format text using styles, and customise with different fonts, bold, italic, underline
- Insert international letters and other symbols
- Manage paragraph formatting, page breaks, indentation and tab marks
- Insert and format large tables and pictures, resize and format them as required
- Use proofing tools to check spelling and grammar in a document
- Change page setup and print the required parts of a document
- Use AutoCorrect and AutoText
- Insert a table of contents, headers and footers, including page numbers
- Change pre-formatted styles to suit different purposes
- Create templates to use as “master” documents, manage styles stored

Specific topics to be covered

Attendees will discover many of the advanced features of Word, including:

- Using special characters and wildcards with find/replace to quickly amend a document and fix bad formatting practices such as double returns.
- Inserting footnotes and endnotes
- Built-in fields to insert data such as the current date or the document author
- Applying multi-level numbering for paragraphs using styles
- Using Bookmarks and Cross-References to other parts of a document
- Reviewing work with Track Changes and Compare Documents features