

Advanced Microsoft Word

(Training up to Intermediate Word is required)

This course will enable you to design and prepare templates for regularly used documents, such as telephone messages, faxes, memos etc. You will see how to cope with lengthy documents that employ different page layouts and/or changed headers and footers. Delegates will also learn how to build a table of contents and import pictures and graphs from other software products.

Course Outline

- Creating templates.
- Using document styles to improve formatting.
- Using the view menu. Managing large documents.
- Handling different page layouts. Different headers and footers.
- Newspaper columns and news letters.
- Creating a table of contents.
- Revision markers.
- Creating 'pre-printed' forms.
- Interfacing with other software products.
- Including pictures and graphs in a document.
- Writing macros to automate tasks

Course Information-Windows XP

Duration: 1 Day

Reference Code: ADWXP