

## Microsoft Office Word for the Expert User Course Outline Part 1



**Course aims:**

This course is designed for users of Word (any version) who want to go beyond intermediate tasks. It will give delegates skills in handling complex documents and advanced word processing features.

**Pre-requisites:**

Delegates should have a good grounding in Word (any version) and be familiar with most character and paragraph formatting features.

**Who should attend:**

Word users concerned with long and/or complex documents and advanced page layout needs.

**Duration:** 1 day

<b>Newspaper columns</b>	Create and edit columns, insert lines between columns, adjust spacing, use column breaks
<b>Working with graphics</b>	Add and position graphics, selecting, scale and crop, work with frames and other graphic controls
<b>Working text boxes</b>	Insert and editing a text box, changing the shape, size and colour, border and position, flip and rotate
<b>Using styles &amp; templates</b>	Creating, using and applying styles. Create and use templates. Transfer styles between documents.
<b>Macros</b>	Create simple macros, create and add to pull-down menus, add to keyboard and toolbar
<b>Table of contents, indexing</b>	Create and edit a table of contents, update and format a table of contents, create and edit toc styles, index words, create a concordance file, create, edit and update an index
<b>Cross referencing</b>	Create cross references in documents, edit and update cross references
<b>Captions on figures &amp; tables</b>	Insert and place captions on figures and tables, create a list of figures and table captions
<b>Follow on courses</b>	Any other Word module

COURSE OUTLINE