

Microsoft Word Advanced

Complex documents, collaboration and Mail merge

For those who need to create and edit complex documents with indexes, cross references and field codes. Track document edits, compare documents and collaborate with others. Set up and manage mail merges. Create and edit complex tables, apply timesavers and learn quick tips.

Objectives

On completion of this course delegates will be able to:

- ✓ Create complex Tables
- ✓ Work with Excel data in Word
- ✓ Use Mail Merge
- ✓ Find and replace text
- ✓ Manage files within Word
- ✓ Mark specific parts of a document with bookmarks and cross references
- ✓ Insert a footnote and endnote into a document
- ✓ Create a document index
- ✓ Insert Field codes for document automation
- ✓ Use content controls to prompt the user for data and restrict editing and formatting
- ✓ Track document changes and compare documents

Course Contents

Advanced Table features

- Creating & Selecting Table
- Components
- Inserting & Deleting Rows & Columns into a Table
- Formatting Columns & Text in a Table
- Merging & Splitting Cells
- Setting Table Properties
- Applying Table Styles
- Converting a Table into Text
- Converting Text to a Diagram
- Placing Headings on All Pages
- Sorting Table Data

- Using Formulas in Tables
- Excel Tables in Word

Using Bookmarks

Using Footnotes & Endnotes Creating an Index

- Generating & Updating an Index

Tracking Revisions

- Enabling, Setting & Disabling Change
- Tracking
- Sending & Merging Documents
- Reviewing Tracked Changes

- Managing Comments
- Accepting/Rejecting All Changes

Field Codes

- Understanding Word Field Codes
- Inserting and modifying field codes
- Calculation in fieldcodes

Working with Mail Merge

- Identifying the Main Document
- Creating a DataSource
- Adding Merge Fields to a Document
- Previewing and Completing aMail Merge
- Sorting&FilteringRecordstobe Merged
- CreatingLabelsandaCatalogue

Word Options andSettings

- Setting ViewOptions
- Setting SaveOptions

- Modifying Default File Locations
- Adding/Removing commands onthe QAT andRibbon

Using Forms

- Creating & Protecting a Form
- Content Controls
- Legacy Controls
- Defining a Text, a Check Box, a Drop-Down Form Field
- Calculating a Text Form Field
- Saving a Form as a Template
- Unprotecting a Form Template
- Printing aForm
- Deleting a Form Template

Managing Files

- Selecting FileViews
- Sorting WordFiles
- Assigning aPassword
- Removing aPassword
- Version control