



Microsoft Word Training – Level 3 Course Contents - Duration: 1 Day

What we will learn:

Styles

Using Word's Styles
Creating and modifying new styles
Copying styles using the organiser

Templates, Forms and Fields

Using fields and form fields
Creating forms
Creating and saving templates

Working with Multiple Paged Documents

Inserting section breaks
Creating a table of contents
Inserting cross references
Inserting footnotes and endnotes
Creating Indexes
Working with a master document
Inserting captions

Reviewing

Track changes
Inserting comments
Comparing and merging documents

Outlining

The Outline view
Working with heading styles
Demoting and promoting styles
Expanding and collapsing text

Importing and Exporting

Linking and embedding Word tables into Excel
Import and export between other Office applications

Introduction to Macros

Recording simple Macros
Assigning Macros to the keyboard, toolbar buttons and menus
Running and deleting Macros
Customising the toolbar