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# Microsoft Word Advanced

**Introduction** Microsoft Word is one of the world's best selling Windows word processors. This latest release takes full advantage of the Windows environment, offering a full range of WP facilities, graphics integration and linking to other Windows products.

**Objectives** To consolidate and extend existing knowledge of Word and to be conversant with the advanced formatting features and tools.

**Designed for** Existing users of Word. Participants should have attended our "Word Intermediate" course or attained a similar level of proficiency.  
The material covered in the Word Advanced will provide delegates with the necessary knowledge to sit the MOUS Word Expert exam.

**Duration** One day

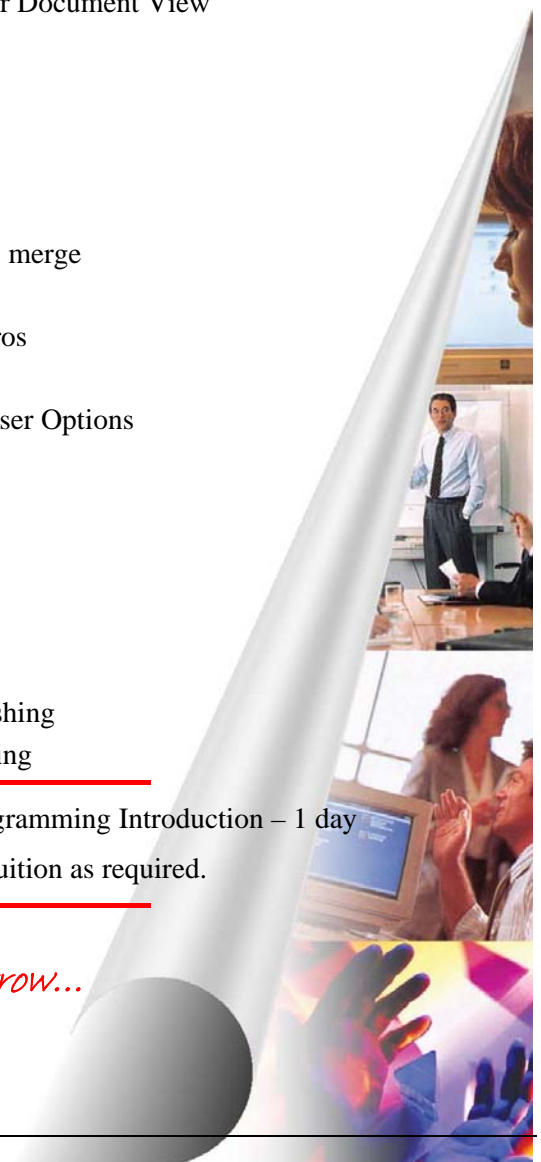
**Topics**

- Review of skills
- Editing large documents
- Outline View
- Creating and using styles
- Applying Outline Numbering
- Sub-documentation & Master Document View
- Using section breaks
- Contents Tables and Indexes
- Advanced Mail Merge
- Editing data sources
- Sorting and filtering records
- Conditional (If...then...else) merge
- Fields in Templates
- Recording and running Macros
- Creating and using Forms
- Customising Toolbars and User Options
- Advanced Tables
- Converting tables to text
- Converting text to tables
- Calculations in tables
- Table headings
- Reviewing Documents
- Graphics and Desktop Publishing
- Object Linking and Embedding

**Follow-up** Word Macros and VBA Programming Introduction – 1 day  
Individual consultancy and tuition as required.

*Imagine what you'll know tomorrow...*

**For more information call**





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