

# Microsoft Word 2016 Advanced

**Duration:** 1 Day

This course has been designed for experienced Microsoft Word users who wish to take advantage of Word's more advanced features which help to automate and standardise work.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## Section Breaks

- Dividing a document into sections
- Inserting headers, footers and page numbers in sections

## Styles

- Using built-in styles
- Creating styles
- Applying styles to text
- Modifying styles

## Table of Contents

- Creating a table of contents
- Updating a table of contents
- Formatting and deleting a table of contents

## Templates

- Creating and using a template
- Inserting an automatic date and time

## Mail Merge

- Creating the main document
- Creating the data source
- Performing the merge
- Creating labels

## Macros

- Creating a macro
- Replaying a macro
- Storing macros

## Other Useful Functions

- Working in Outline View
- Master Documents
- Track Changes