Microsoft Word 2013 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.

Styles

- Creating styles
- Applying styles to text
- Modifying styles

Mail Merge

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

Macros

- Creating a macro
- Replaying a macro
- Storing macros

Table of Contents

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

Templates

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

Section Breaks

- Dividing a document into sections
- Working with sections
- Inserting headers and footers in different sections

Other

- Importing data from Excel
- Inserting SmartArt
- Inserting cover pages
- Working with themes

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