Microsoft Word 365 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
- Page numbers
- Multiple headers and footers

Styles

- Built-in styles
- Creating styles
- Applying styles
- Modifying styles
- Navigation pane

Table of Contents

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

Other Useful Functions

- Outline view
- Master documents

Templates

- Existing templates
- Creating and using templates
- Editing templates
- Inserting an automatic date and time
- Inserting other fields

Mail Merge

- Creating the data source
- Creating the letter
- Performing the merge
- Emailing via mail merge

Macros

- Creating a macro
- Replaying a macro
- Storing macros
- Assigning buttons / shortcut keys

Track Changes

- Using track changes
- Setting options
- Accepting / rejecting the changes
- Track changes views
- Locking track changes
- Printing track changes

Comments
- Resolving comments
- Restrict document editing

Compare documents
- Combining documents