

MS WORD - ADVANCED

- 1 Consistent Formatting Using Style
 - a. What are Styles?
 - b. Predefined Heading Styles
 - c. Defining and modifying your own styles
 - d. Replacing one style with another
 - e. Heading Numbering Using Styles
 - f. Using the Style Organizer
- 2 Summarising with Outline View
 - a. Connecting outline levels to styles
 - b. Promoting and demoting levels
 - c. Showing and hiding outline levels
 - d. Printing your outline
 - e. The Document Map
- 3 Working with Long Documents
 - a. Tables of Contents & Indexes
 - b. Tables of Figures
 - c. Footnotes and Endnotes
 - d. Cross references
 - e. Bookmarks
- 4 Mail Merge
 - a. Using the Mail Merge Wizard
 - b. Creating a data source
 - c. Using an existing data source
 - d. Filtering and Sorting a Data Source
 - e. Creating letters & Labels
 - f. Predefined merge field blocks
 - g. Inserting other merge fields
 - h. Word fields: Fill-in, If Then Else
- 5 Tracking and Merging Document Change
 - a. Using Compare and Merge Documents
 - b. Mark Up
 - c. Sending for Review
 - d. Tracking, Accepting and rejecting changes
 - e. Features of the reviewing toolbar
 - f. Saving versions and Adding Comments
- 6 Constructing Templates
 - a. Predefined Word templates
 - b. What can a template contain?
 - c. Saving a document as a template
 - d. Editing and modifying a template
- 7 Introduction to Macros
 - a. Recording and Storing Macros
 - b. Running with Keyboard Shortcuts
 - c. Running with Custom Buttons



GHA (Cornwall) Ltd

**Employment Law &
H R Management Advice**

**IT and Business Skills
Training and Consultancy**

Grosvenor House
Fore Street
St Stephen-in-Brannel
St Austell
Cornwall
PL26 7NN

Tel: 01726 824574

Fax: 01726 823247

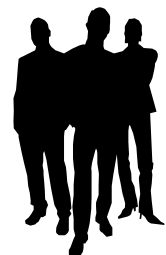
Mob: 07767 896226

Email:

Training@ghacornwall.co.uk
Employmentlaw@ghacornwall.co.uk

www.ghacornwall.co.uk

Regulated by the Ministry of Justice in
respect of claims management activities



11 October, 2008
Grosvenor House Associates (Cornwall) Limited
Registered in England No: 2430897
VAT Registration No: 526 9530 30

\\Gha100\gha\Web Development\GHAWebSite1\Zero Site Resources\Course Outlines\IT Applications\IT3W00838.doc