



Course Prerequisites

Before attending this course you need to be familiar with the core functions of Word including how to create a basic document and apply basic formatting and print options. Items from the intermediate level course are *not* covered – including drawing features and Mailmerging
The course content for advanced level is as listed.

D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer

Microsoft Word Advanced Level

This advanced course is specifically for those who already very familiar with Microsoft Word and who wish to bring their knowledge to a new level using the top level functions within the application.

The course will specifically cover the following areas:

- Work with tables using formulas and learn how to convert blocks of text into tables.
- Create professional looking online forms with tick boxes and dropdown lists.
- Layout a document in to Columns to give the feel of a magazine or newspaper.
- Create you own Styles and apply these throughout your document.
- Create Outline Numbering Styles and use them in documents.
- Distribute a document to other users and be able to track any changes.
- Enter, edit and delete Comments, Footnotes, Bookmarks, Captions, Cross-References into a document.
- Create an automatic Table Of Contents, Table Of Figures at the start of your document or an Index at the end of a document.
- Learn how to create Macros in MS Word and how they can be used to automate repetitive tasks.
- Learn how to create Master Documents and Sub-documents and how to control very large documents.

Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course

Course Details

*1 Day Course
Start Time: 9:30am
Finish Time: 4:30pm*

