

# Microsoft Word 2013

## Advanced Course

### Course Outline



#### Recap of “Intermediate Level” Course

- Revision exercise

#### Working with Styles

- Applying a style
- Creating and modifying a style
- Managing styles
- Using Outline View

#### Handling Long Documents

- Working with multiple pages
- Inserting section breaks
- Create a table of contents
- Create Indexes
- Insert captions
- Insert footnotes/endnotes
- Work with a master document

#### Inserting Links

- Bookmarks
- Hyperlinks
- Cross referencing

#### Managing Duplicate Documents

- Templates – create and save
- Creating a form
- Fields and Form Fields
- Password protection

#### Editing and Feedback

- Track changes
- working with comments
- Comparing and merging documents

#### Importing and Exporting

- Linking and embedding Word tables
- Import and Export between Office applications

#### Introduction to Marcos

- Recording simple Macros
- Assigning to keyboard, toolbar and button menus
- Run and delete

#### Is this the right level for you?

This course will be beneficial to delegates who are experienced users of Word who wish to develop further skills using Word’s advanced features, especially those around long document handling. This course will be suitable for you if you have attended the “Intermediate Level” Word course or gained similar knowledge in the workplace.

#### What will you be able to do?

You will learn how to format your document instantly using styles, insert a table of contents, index and link different areas such as pages, captions and graphics within your document. You will also learn some time saving features in the shape of templates, form creation, importing and exporting data and using Macros.

#### Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

#### Booking Details

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#### Duration

1 Day

#### Course Reference

FCP/Word 2013/Advanced/HD01