

Duration 1 day

Pre Requisites

Delegates should first attend the Word Introductory course or have attained a similar level of expertise.

Objectives

By the end of this one day course delegates will feel confident in their ability to create and manipulate documents and produce printed reports, together with some of the more advanced aspects such as headers and footers, illustrations, mail merge and styles.

Versions Available

97, 2000, XP, 2003, 2007

Further Learning

Word Advanced

Course Content

- **Tables**

- Drawing a Table
- Formatting a Table
 - Table Styles
 - Merging Cells
 - Alignment
- Adjusting Column Widths and Row Heights
- Moving Around a Table
- Selecting Part of a Table
- Converting Text to a Table
- Nesting Tables
- Repositioning and Sizing a Table

- **Tabs**

- Setting Tabs
- Default Tabs
- Moving a Tab
- Removing a Tab
- Leader Tabs
- Using Soft Returns

- **Headers, Footers & Quick Parts**

- Creating Headers and Footers
- Building Blocks
- Quick Parts

- **Templates and Styles**

- Creating a New Style
- Manage Styles
- Style Inspector
- Creating a New Quick Style
- Updating an Existing Style
- Creating a Template
- Creating a Template from an Existing Document
- Using the Installed Templates
- Using Microsoft Office On-Line

- **Mail Merge**

- Setting up a Mail Merge
- Select Recipients
- Adding the Merge Fields
- Previewing the Merge
- Finish and Merge
- Envelopes and Labels

- **Additional Features**

- Inserting a Picture
- Inserting Clip Art
- Inserting Shapes
- SmartArt
- Formatting Illustrations
- Arranging Graphics When Printing
- Sizing Illustrations