

# Microsoft Word

## Advanced

Duration: 1 Day



### PREREQUISITES

- Our Microsoft Word Advanced course is suitable for those with a sound working knowledge of Word who wish to utilise advanced functionality and features
- A good working knowledge of Word is required, or attendance of our Word Intermediate course

### LEARNING OUTCOMES

- At the end of this course, you will have an understanding of the higher functionality & capabilities of Word
- You will be able to:
  - Share & collaborate on documents
  - Produce well-defined forms
  - Work with large documents
  - Use macros to speed through any repetitive functions

### COURSE CONTENT

#### Working with Sections and Columns

- Creating and formatting sections
- Working with multiple columns
- Working with text in columns

#### Create and Manipulate Forms

- Creating forms
- Modifying forms
- Protecting and printing forms

#### Simplifying and Managing Long Documents

- Master documents
- Reference marks and notes (footnotes and endnotes)
- Indexes
- Bookmarks and cross-references

#### Securing a Document

- Restricting document access

#### Comments

- Creating & editing
- Contextual & list

#### Collaborating on Documents

- Sharing documents
- Managing document revision
- Using track changes
- Comparing documents
- Merging document revisions

#### Automation With Macros

- Recording and running macros
- Modifying and deleting macros
- Customising ribbon to run

#### Working with Data

- Performing calculations in tables

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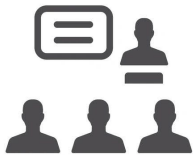


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