Microsoft Word Advanced

Extend your use and understanding of MS Word with advanced features

Synopsis

Microsoft Word 2016 Advanced is designed for users who are keen to extend their understanding and knowledge of the software beyond basic document creation so that they can create and work with features such as SmartArt, indexes, master documents, interactive fields and much more.

Course Topics

- Create and work with SmartArt
- Table of contents
- Indexing
- Master documents
- Footnotes and Endnotes
- Bookmarks
- Cross referencing
- Autocorrect
- Building blocks
- Document proofing features
- Custom dictionaries
- Working collaboratively
- Document commenting
- Tracking changes
- Comparing documents
- Protecting documents
- Working with PDF documents
- Fields and interactive fields
- Electronic forms
- Macros

Course Details

Delivery:	Inhouse or Virtual delivery
Structure:	Interactive Workshop
Time:	1 day
Class Size:	Max 15
Cost:	On request

About the Trainer

Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.