



MICROSOFT WORD 2013 ADVANCED

COURSE OUTLINE

Templates

- What are Word templates?
- Create and Use a Word Template
- Modify a Word Template
- Footnotes and Endnotes
- Inserting Footnotes
- Editing and Formatting Footnotes
- Inserting Endnotes
- Editing and Formatting Endnotes
- Converting Footnotes to Endnotes

Bookmarks and Cross-References

- Add a Bookmark
- Cross-Reference to a Bookmark
- Cross-Reference to a Numbered Item
- Cross-Reference to a Heading
- Cross-Reference to a Figure
- Cross-Reference to a Table
- Delete a Cross-Reference
- Delete a Bookmark

Columns

- Apply Column Formatting to an Entire Document
- Applying Column Formatting to Selected Text
- Change the Number of Columns within a Column Layout
- Change Column Widths and Spacing
- Use Pre-Set Column Formatting
- Insert and Remove Lines between Columns

COURSE DETAILS

1-Day Instructor-led classroom based training

COURSE PRE-REQUISITES

Previous experience of Microsoft Word 2013 is required. It will be assumed the trainee has knowledge of all the "basics", preferably having attended our "Microsoft Word Foundation & Intermediate" courses.

COURSE OVERVIEW

Word 2013 is a Word Processing program with many powerful and sophisticated features that allow the creation, manipulation, editing, printing and storage of documents.

The advanced course introduces the trainee to important advanced features of Microsoft Word 2013. The course is designed to augment the trainee's existing Word Processing skills, thereby utilising Word 2013 to its full potential. The course is designed to give maximum "hands-on" experience to the individuals rather than involving a lecture situation. In order to attain this each participant will have their own personal computer to work on



- Insert Column Breaks
- Delete Column Breaks

Tracking and Comments

- Track Changes
- Show or Hide Changes
- Accept or Reject Changes
- Insert Comments
- Display and Edit Comments
- Delete Comments
- Show or Hide Comments

Comparing and Combining Documents

- Compare Documents
- Combine Revisions from Multiple Authors

Master Documents

- What are Master Documents?
- Create a New Master Document by Creating Sub-Documents from Headings
- Insert Sub-Documents into a Master Document
- Unlink or Remove a Sub-Document from a Master Document

Tables of Contents & Indexes

- Create a Table of Contents
- Update a Table of Contents
- Create and Update a Table of Figures
- Mark an Index Entry
- Compile and Update an Index

Fields

- Insert Fields into a Word Document
- REF Fields
- Delete Fields
- Edit Fields
- Update, Lock and Unlock Fields

Forms

- Create and Protect Form Text Fields
- Create and Protect Form Check Boxes
- Insert and Protect Form Drop-Down Menus
- Modify Form Content Controls
- Remove Form Content Controls

Macros

- What is a Macro?
- Macro to Change Page Set-up (assign to keyboard shortcut)
- Macro to Insert a Table with Repeat Header Row (assign to button on toolbar)

Linking & Embedding

- What is Object Linking?
- Link Data from a Document as an Icon
- Update a Linked Document
- Break the Link to a Document
- Link and Display the Actual Linked Data
- Update or Break an Application Link
- What is Object Embedding?
- Embed Data into a Document as an Object
- Edit Embedded Data
- Delete Embedded Data

Passwords & Editing Restrictions

- Add "Password to Open" Protection
- Remove "Password to Open" Protection
- Add "No Modifications" Password Protection
- Remove "No Modifications" Password Protection
- Allow only Tracked Changes or Comments
- Mark a Document as a Final Version

Mail Merge

- Edit and Sort a Mail Merge Recipient List
- To Sort the List:
- To Edit a Field within the List:
- To Add a Record to the List:



- To Delete a Record from the List:
- Edit and Sort a Mail Merge Recipient List (during the mail merge)
- Ask Fields and Bookmarks
- Insert Ask Fields
- Insert If...Then...Else... Fields
- Use Merge Criteria in a Mail Merge

COURSE COMPLETION

You will have the ability to create, manipulate, edit, print and store documents.

On completion of the course you will receive a certificate.



OVERVIEW

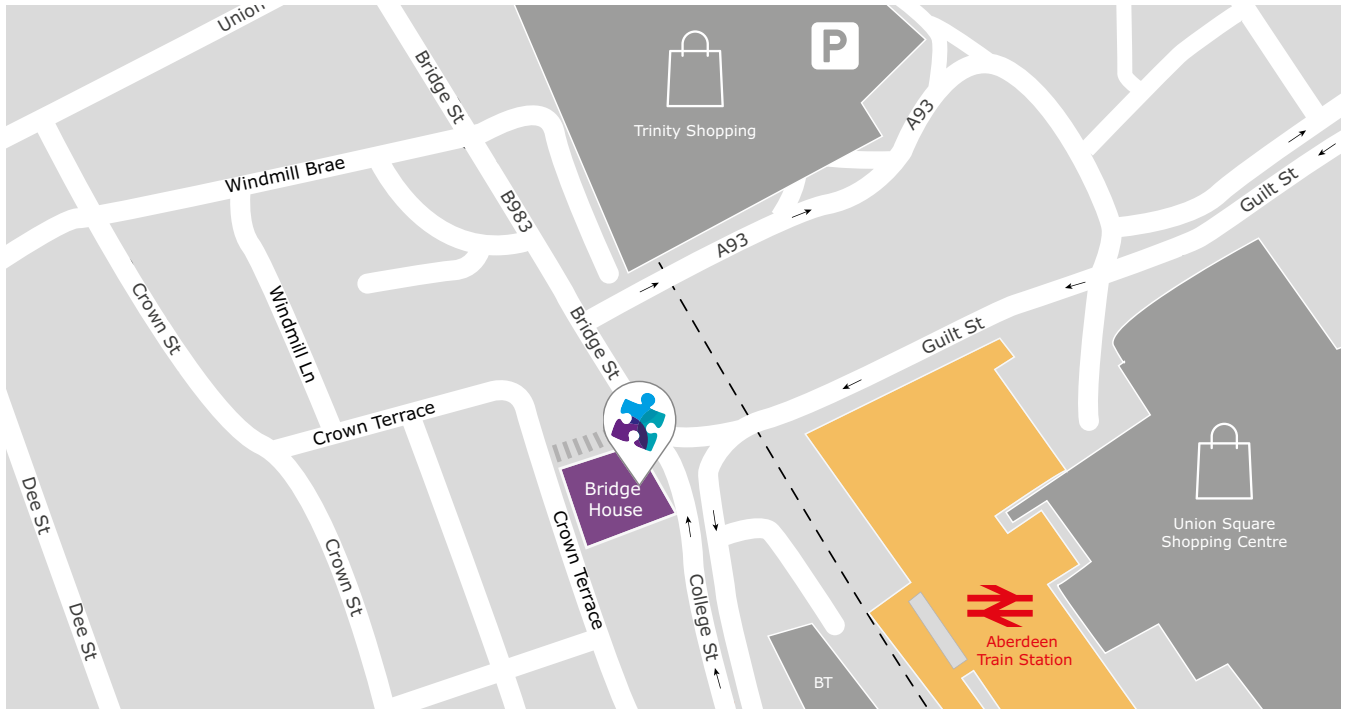
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years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

We trust you will enjoy your training course with Solab, and if you get into any problems, please call us on 01224213033.



HOW TO FIND US?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.

OFFICE OPENING HOURS

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	CLOSED

WHERE TO PARK?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.