Microsoft Word 2019 / 365 Advanced Course 1 Day

OVERVIEW

In this course, students will create, manage, revise, and distribute longer documents by using all the new features within the new Microsoft Office Word package.

WHO SHOULD ATTEND

This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have attended Word Intermediate Level.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

WORKING WITH LARGER DOCUMENTS	WORKING WITH OTHER APPLICATIONS
• Cover Pages	• Copy / Paste Options
• Themes	• Linking and Embedding
• Special Characters / Watermarks	• Exporting and Importing Files
• Digitial Signatures	
• Signature Lines	**MASTER DOCUMENTS**
• Documen Inspector	• Creating a Master Document
• Comments	• Sub Documents
• Format Restrictions	• Compare Document Changes
• Document Security	• Merging Documents
• Track Changes	
• Comparing Documents	**INTRODUCTION TO MACROS**
• Bookmarks, Foot & End Notes, Captions	• Recording a Basic Macro
• Hyperlinks	• Assign to Quick Access Buttons
• Document Outlines	• Assigning to Ribbon
• Table of Contents / Indexes	• Editing a Macro

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