Microsoft Word 2013 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.

RECAP	**TRACK CHANGES**
• Basic formatting Options	• Turning On / Off
• Bullet Points and Numbering	• Accepting / Rejecting Changes
MAIL MERGE	**DOCUMENT VERSIONS**
• Creating letters with Mail Merge	• Setting up different Versions
• Creating Labels	• Viewing Versions
• Creating Envelopes	• Customising Versions
• Importing Data from other Applications	
WORKING WITH LARGER DOCUMENTS	**COMPARING DOCUMENTS**
• Front Covers	• Side by Side Viewing
• Section / Page Breaks	• Compare Document Changes
• Headers and Footers	• Merging Documents
• Advanced Style Features	
• Table of Contents	**INTRODUCTION TO MACROS**
• Indexes / Cross Referencing	• Recording a Basic Macro
• Outline View	• Assign to Quick Access Buttons
• Summarising a Document	• Assigning to Ribbon
• Hyperlinks	• Editing a Macro
DOCUMENT SECURITY	
• Document Properties	**DOCUMENT FINALISATION**
• Hiding Text	• Creating PDF's
• Removing Personal Details Properties	• Digital Signatures
• Setting Format and Editing Options	• Mark As Final
• Restrict Document Access	

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