



eTraining & Services

Providing you with the Dedication and Quality you deserve.

Microsoft Word – Advanced Level

Advanced Formatting Features

- Drop Caps, Borders & Shading, WordArt
- Text Flow Options (Widows/Orphans)
- Inserting Special Characters
- Footnotes & Endnotes
- Headers, Footers, Page Numbers, Page Orientation
- Watermarks

Workgroup Editing

- Overview of Workgroup Computing and Document Routing
- Adding Comments to File Properties
- Highlighting Important Text
- Protecting Documents
- Inserting Comments
- Tracking Changes and Comparing Documents
- Creating Multiple Versions of a Document
- Templates
- Replacing specific formatting
- Replacing Special Characters
- Using Master Documents

Columns, Pictures, Graphics and Charts

- Aligning drawing objects
- Working with Charts

Word Tables & Embedded Tables (OLE)

- Creating and Formatting Tables
- OLE - Object Linking and Embedding
- Styles

Creating and Using Forms

- What is a Form?
- How to Create and Modify a Form
- How to Create and Fill in an Online Form

Mail Merge, Sorting and the Data Form

- Mail Merge
- Creating Mailing Labels/Envelopes by merging an address list
- Sorting Data
- Using the Data Form to Enter Data in a Table

Reference Documents

- Indexes, Table of Contents, Table of Figures, Table of Authorities
- Cross References, Captions and Bookmarks

Macros

- Recording and Running Macros
- Copying, Renaming and Deleting Macros
- Editing Macros
- Customizing Toolbars and Menus