

# MS Word Training Course 2019

Advanced Level



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## Course Description:

Learners will learn to **proficiently use the advanced features of Word 2016** for document content management and advanced formatting - critical skills for those in roles such as editors, project managers, business information workers and educators. Learners will create and manage **professional multi-page documents** for a variety of specialized purposes and situations. Learners will customize their Word 2016 environments to meet project needs and to **enhance productivity**. Examples of expert-level documents include a business plan, a research paper, a specialized brochure and a mass mailing. This **Word 2016 Advanced** online training course covers the following modules:

### Module 1: Manage Document Options & Settings

- **Manage Documents and Templates**
  - Modify Existing Templates
  - Copy Custom Styles, Macros and Building Blocks to Other Documents or Templates
  - Manage Document Versions
  - Compare and Combine Multiple Documents
  - Link External Document Content
  - Enable Macros in a Document
  - Display Hidden Ribbon Tabs
  - Change The Application Default Font
- **Prepare Documents for Review**
  - Restrict Editing
  - Mark a Document as Final
  - Protect a Document with a Password
- **Manage Document Changes**
  - Track Changes
  - Manage Track Changes
  - Lock or Unlock Tracking
  - Add Comments
  - Manage Comments

### Module 2: Design Advanced Documents

- **Perform Advanced Editing & Formatting**
  - Find and Replace Text by Using Wildcards and Special Characters
  - Find and Replace Formatting & Styles
  - Set Advanced Page Setup & Layout Options
  - Resolve Style Conflicts by Using Past Options
- **Create Styles**
  - Create Paragraph & Character Styles
  - Modify Existing Styles

### Module 3: Create Advanced References

- **Create Advanced References**
  - Mark Index Entries
  - Create & Update Indexes
- **Create & Manage References**
  - Customise a Table of Contents
  - Insert & Modify Captions
  - Create & Modify a Table of Figures
- **Manage Forms, Fields & Mail Merge Options**
  - Add Custom Fields
  - Modify Field Properties
  - Perform Mail Merges & Manage Recipient Lists
  - Insert Merged Fields
  - Preview Merge Results

### Module 4: Create Custom Word Elements

- **Create & Modify Building Blocks, Macros & Controls**
  - Create Quick parts
  - Manage Building Blocks
  - Create & Modify Simple Macros
  - Insert & Configure Content Controls
- **Create Custom Style Sets & Templates**
  - Create Custom Colour, Font, Theme and Style Sets
- **Prepare a Document for Internationalisation and Accessibility**
  - Configure Language Options
  - Add Alt-Text to Document Elements
  - Manage Multiple Options for +Body and +Heading Fonts
  - Utilise Global Content Standards

## Who is This Course For?

This Word 2016 Expert training course is suitable for anyone who wants to **improve their knowledge of Microsoft Word 2016**. These skills will enhance learner's knowledge and employability opportunities.


## Course Specifics:



**Price:** £350 per person (ex. VAT)

**Duration:** 1 day course

We provide a **one-day intensive**, supported learning programme. The course is broken down by our expert tutor and will provide you with a highly interactive learning experience in our Horsham Training Centre, supported with eBooks (bring a memory stick!). Our range of Microsoft Office courses are available from **Beginner, Intermediate and Advanced levels** ensuring that the learning you take away from them is in keeping with your day-to-day requirements.

For larger groups, WDR can arrange training at your premises or a local venue. **Please speak to our team for more details:**

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