

MICROSOFT WORD

2019/365 LEVEL 4

Course Code: WO19L4 | Duration: 1 Day



COURSE AIMS:

This course is aimed at people who want to use Microsoft Word as an advanced desk-top publishing tool in order to create professional quality printed documents.

COURSE PRE-REQUISITES:

Students who wish to attend this course should have attended the Word Level 1, 2 and 3 courses or have a very good understanding and significant experience in working with styles, table design, advanced paragraph formatting and using automation in documents.

COURSE OBJECTIVES:

On completion of this course delegates will be able to:

- Customise the Word environment
- Automate processes with macros
- Manage large documents using a master document
- Create a drawing with the drawing toolbar
- Track the changes to a document that is reviewed and edited by others
- Save documents in HTML format
- Work with graphics, graphs and drawing tools

COURSE CONTENT:

Introduction and Objectives

Working with AutoFormat

- Using AutoFormat
- Changing AutoFormat options

Creating Master Documents

- Using a master document
- Inserting sub-documents
- Creating a new sub-document
- Collapsing / expanding and opening sub-documents

Inserting Graphics

- Using pictures
- Inserting and formatting a photograph or an online picture
- Creating and formatting WordArt objects
- Creating watermarks

Working with Drawing Objects

- Creating a 'Shape' (drawing object)
- Selecting and moving shapes
- Formatting a shape
- Working with the 'Drawing Canvas'

Tracking Revisions

- Activating change tracking
- Reviewing tracked changes option
- Displaying changes
- Showing mark-up
- Reviewing pane
- Locking (protecting) tracked changes
- Accepting and rejecting tracked changes
- De-activating change tracking
- Comparing documents
- Adding comments to a document
- Replying to a comment
- Viewing and deleting comments

- Creating a cover page
- Using advanced layout options for graphics

Using Charts and Diagrams

- Inserting a Word chart into a document
- Modifying a Word chart
- Importing an Excel chart into a document
- Inserting SmartArt graphics
- Taking and using screenshots

Customising Word Preferences

- Changing the default font and paragraph attributes and page settings
- Setting view options
- Setting save options
- Modifying default file locations
- Customising the Ribbon

Using Macros

- Recording macros
- Running a macro
- Assigning a macro to a button on the Quick

Access Toolbar

- Assigning a macro to a keystroke
- Deleting a macro

Using Word HTML Features

- Saving files in the HTML file format
- Opening and editing a web page in Word
- Opening a web page in a web browser
- Using hyperlink automatic formatting
- Hyperlinking to files and bookmarks
- Browsing hyperlinks
- Editing a hyperlink
- Modifying and reposting HTML files

Action Planning

Review of Programme

For more information
Call: **0800 101 7101**
Email: **info@keytraining.co.uk**

