

### *Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support*

**Aim:** This course is aimed at users with a sound working knowledge of Microsoft Word who wish to progress to use the most complicated functions and features.

#### ***Course Objectives***

- ➔ **Create styles and save styles**
- ➔ **Create style sets**
- ➔ **Insert footnotes and endnotes**
- ➔ **Use the Navigation Pane**
- ➔ **Create cover pages**
- ➔ **Create an Index**
- ➔ **Insert captions**
- ➔ **Use Mail Merge with Word and Excel data**
- ➔ **Set data filter and mail merge rule if, then, else**
- ➔ **Create mailing labels**
- ➔ **Use translate**
- ➔ **Create forms**
  
- ➔ **Create templates**
  
- ➔ **Use tracking and comments**
  
- ➔ **Compare documents**
- ➔ **Protect documents**
- ➔ **Create a macro and assign to the Quick Access Toolbar**
- ➔ **Insert watermarks and page colours**
- ➔ **Use document themes**
  
- ➔ **Work with Master and sub-documents**

#### ***Explanation / Example***

Ensure fonts etc. are consistent for main text and other text such as headings  
Create styles and save them as a set to apply to new documents  
Indicators in text that refer the reader to notes  
A graphical representation of the document elements for moving around  
Used in larger documents as a front cover  
Like the index you would find at the back of a reference book  
Text with numbers or letter that sit below an image eg: Figure 1  
Use the mail merge feature to send a letter or email with data from Excel and Word.  
Use an advanced filter to add a piece of text if a condition is met  
Create mailing labels – typed and merged with data with a mail merge  
Translate English text to a foreign language e.g. translate from English to French  
Produce user input forms with text areas, drop down lists and check boxes which will only allow users to enter data into designated area on the document  
Create documents with elements used frequently. Rather than starting from scratch, you create new documents from the template, saving time.  
Tracking is useful if you wish to put a document in a shared location and then have many people mark it up with their changes and comments.  
Compare two documents for differences. Accept or reject  
Protect a document – set it as read only or only allow certain elements to be edited.  
Record mouse clicks and keystrokes as macros. This can be played back to repeat any tasks you repetitively do. Assign the macro to an icon for ease of use.  
A watermark is light coloured text on the background of a document eg: Confidential  
Themes – Create your own themes which hold fonts, colours and document Effects which can be applied to existing or new documents.  
If you work with very large documents it is generally easier to break them into smaller document and then link them into a master document for ease of editing.