



## Microsoft Word Advanced

- Create new document Styles
- Create new Style Sets
- Insert Footnotes and Endnotes within large documents
- Create Cover Pages
- Create a document Index
- Insert Captions for images and diagrams
- Use Mail Merge with Word and Excel data sets
- Set Mail Merge filters and Rules
- Create Mailing Labels
- Use Translate for different languages
- Create Forms
- Create Templates
- Use Tracking and Comments
- Compare documents for changes
- Protect documents for editing and data entry
- Create a Macro and assign to an icon on the Quick Access Toolbar
- Insert Watermarks and Page Colours
- Use document Themes and adjust Theme properties
- Work with Master and sub-documents

This course is aimed at users with a sound working knowledge of Microsoft Word and comfortable with Intermediate level topics who wish to progress to use the most complicated functions and features.

