

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

Aim: This course is aimed at users who already use Microsoft Word at Introductory level and would like to know how use the more complex features. This course covers the creation of a newsletter style document with columns, working with large documents showing you how to build a Table of Contents, work with styles and changes in orientation within. You will also learn how to use multi-level list numbering and how to link information from Microsoft Excel. The courses finishes with mail merging information to a letter or email. A comprehensive course offering a wide range of skills in many areas of Microsoft Word.

#### Course Objectives

- ➔ **Create and use Quick parts**
- ➔ **Create columns within a document**
- ➔ **Insert continuous and next page section breaks**
- ➔ **Create headers and footers in sections**
- ➔ **Apply borders and shading**
- ➔ **Insert and manipulate graphics**
- ➔ **Use table draw**
- ➔ **Apply outline numbering**
- ➔ **Create and Use styles**
- ➔ **Insert a Table of Contents**
- ➔ **Import and Link information from Excel**
- ➔ **Create a mail merge with various data sources**
  
- ➔ **Insert hyperlinks**
- ➔ **Insert symbols**
- ➔ **Insert drop caps**
- ➔ **Insert equations**

#### Explanation / Example

Store common information and call it back in an instant

Produce multiple columns within a document – like newspaper columns

Create sections in a document – for use with columns, orientation changes etc.

Create different headers and footers within the same document

Apply a page border and shade information in paragraphs

Insert and format pictures and manipulate the text around the pictures

Create complex tables

Create multi-level lists. Generally used in larger documents e.g. 1, 1.1, 1.1.1, 1.1.2

Keep information consistent with styles – set defaults for headings, main text etc.

A list generally at the beginning of a large document to show headings and page nos.

Link data from Excel. Watch it update in the Word document automatically

Create a database of names and addresses in Word and create letters and emails from it. Also link from other data sources to mail merge using email and labels

Create a link from one document to another, or document to a website.

Use symbols such as copyright or foreign characters

A large graphic used for the first character in a paragraph.

Use the equation editor to build complex equations or simply enter a fraction