



Microsoft Word Advanced

Working with large documents

- Create new document styles
- Create new style sets
- Insert Footnotes and Endnotes
- Create Cover Pages
- Produce a document Index
- Insert Captions for images and diagrams
- Work with master and sub-documents

Work with Mail Merge

- Mail merge from Word and Excel data
- Merge to emails
- Set Merge filters and rules

Enhancing documents with Advanced Word features

- Inserting watermarks and page colours
- Use Tracking and Comments
- Compare documents
- Protect documents
- Create Word Forms

Setting company branding and automation

- Create document themes
- Create templates
- Record macros and assign them to icons

Advance your Word skills with our hands-on one-day Microsoft Word Advanced course. Perfect for those ready to move beyond Intermediate level, you'll learn to create professional large documents and unlock powerful advanced features that boost productivity.

