



Microsoft Word Advanced

Participants on this Microsoft Word Advanced 1 day course will build on their existing knowledge base to create more complex documents incorporating Indexes and building Templates, as well as using Fields to capture and display information.

The course is designed for those who are already creating document layouts and wish to explore more advanced tools for working with longer documents and improving document workflow.

Course Details

Skill Level:	Advanced
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Adding an Index

- Marking Index Entries
- Using a Concordance File
- Building an Index
- Index Styles
- Modifying the Index

Building Templates

- Creating a Template
- Saving Templates
- Adding Styles to a Template
- Modifying a Template

Working with Forms

- Creating Form Fields
- Using Form Controls
- Protecting Forms
- Distributing Forms

Adding Bookmarks

- Tagging content for Bookmarks
- Creating Bookmarks
- Navigating with Bookmarks

Working with Fields

- Field Switches
- Filename and Path Fields
- Fillin Fields
- Set and Ref Fields
- StyleRef Fields

Creating Macros

- Overview of Macros
- The Macro Recorder
- Recording Macros
- Testing Macros
- Running Macros

Tracking Changes

- Setting up Tracking Changes
- Protecting Documents
- Reviewing Tracked Changes
- Accepting & Rejecting Changes
- Comparing and Combining Documents

Creating Cross-references

- Creating Cross-references
- Updating Cross-references



Enjoyed the training session and picked up some really valuable tips.

B. Denison