

# Microsoft Word Advanced


Ever struggled with tracking changes in complex documents or automating repetitive tasks? This advanced Word course transforms document creators into productivity powerhouses.

Ideal for comfortable Word users, you'll master indexed documents, interactive forms, and automated workflows that streamline document creation.




## What You'll Get With This Course

 **Live Instructor-Led Training**  
Highly experienced and approachable trainers

 **Comprehensive Materials**  
PDF manual and training files included!

 **eCertificate of Completion**  
Proudly recognise your achievement

 **Lifetime Support**  
Expert help, always within reach

**Skill Level: Advanced**

**Duration: 1 Day**

**Time: 9:00am – 4:00pm**

## Course Content

### Adding an Index

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

### Adding Bookmarks

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

### Tracking Changes

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

### Building Templates

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

### Working with Fields

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

### Creating Cross-references

- Creating Cross-references
- Updating Cross-references

### Working with Forms

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

### Creating Macros

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