Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

Microsoft Word from Microsoft Office is a very powerful word processing application designed to save you time and make easy work of creating forms, address labels, merging data into form letters and other tasks.



The Microsoft Word Masterclass Training Course, that will provide you with an understanding of the most advanced features of MS Word. If you are looking for Masterclass Word Training then please call us on +44 (0)1273 622272 - we cater for all abilities and experiences.

Prerequisites

There are no prerequisites for this course.

Course Objectives

At the end of our Microsoft Word Masterclass training course you will be able to:

- Use styles to save time formatting documents
- Set up templates using sections (inc. headers, footers and sidebars)
- Use Mail Merge
- Understand and use macros to increase productivity and reduce repetitive tasks
- Use advanced graphics features

Styles

- Defining a new style
- Defining a new style by example

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Sections

- Headers and footers
- The header and footer toolbar
- Inserting page numbers, dates and time
- Changing a header or footer
- Setting up different headers or footers
- Columns
- Inserting column breaks

Tabs

- Default tabs
- Tab alignments

Mail merge

- Main documents
- Mail merge process
- Viewing the source data
- The main document toolbar
- Query options
- Merging to labels

Labels and envelopes

- Single labels
- Label options
- Envelope options

Autotext

Autocorrect, Table Of Contents & Indexes

- Creating a table of contents
- Creating an index
- Marking index entries
- Using a concordance file
- Building the Index

Macros

- Overview of macros
- Recording a macro
- Playing the macro
- Overview of auto macros
- Automatically filling in a document

Graphics

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- Inserting a graphic
- Modifying a graphic
- Scaling a graphic
- Moving a graphic
- Formatting a graphic
- Drop caps
- Microsoft wordart

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