IDEALYSE

**Microsoft Word
1 day
Advanced Course**

Aim of the course:

To provide users with an overview of the additional facilities within Word, particularly when creating longer documents.

Topics Covered

Styles
Using the styles list
Applying & modifying styles

Fields
Inserting the filename field
Navigating fields

Auto Format
Auto format a document
Set auto format options

Table of Contents
Creating a table of contents
Formatting the table

Using Graphic Effects
Drawing in a document
Working with clipart and graphic effects
Using WordArt

Managing Document Changes
Using different versions
Tracking changes to a document
Using highlights and comments
Comparing similar documents

Master Documents
Create a master document
Using the master icons

Miscellaneous Features
Inserting a bookmark
Using the document map
Creating and using outlines
Tracking Changes

Keyboard and Windows experience essential for students attending this course, plus knowledge of Word to Intermediate level.