Word Master Class

What Can You Expect?

A three-day course focusing on working faster and smarter in Word to create professional documents. This course will assist in the guidance of creating Templates for business, Reporting on Projects and Projections.

What Is Required from You?

You would have completed a Word Intermediate course or at least worked daily in the application for at least 3 years.

3 Day Course Content

Foundational Understanding
- Navigating The Interface
- Selecting Text (Word, Line, Paragraph)
- Format with Font Options
- Format Painter

Working with Styles
- Applying Different Styles to A Document
- Working with Themes
- Apply Document Formatting
- Apply Colour Schemes, Font, Paragraph Spacing
- Create Styles
- Manage Styles

Working with Lists
- Applying Bullets
- Applying Numbering
- Create Multi Level
- Numbering
- Define New List Style

Find and Replace
- Using Navigation Pane
- Find and Replace Information
- Find and Replace Formats

Controlling Text Flow
- Insert Page Breaks and Section Breaks
- Insert Columns
- Insert Text Boxes

Working with Tables
- Create A Simple Table
- Convert Text to Table
- Creating an Excel Table
- Modify The Structure of the Table
- Apply Table Styles

Insert SmartArt
- Insert Objects
- Insert A Picture
- Insert A Shape

Page Design
- Adding Watermarks
- Page Borders
- Setting Up Page Margins
- Page Orientation
- Setting Up Page Sections
- Headers and Footers
- Page Alignment

Document References
- Table of Contents
- Footnotes and Endnotes
- Insert Table of Figures
- Insert Caption
- Insert Cross-Reference

Review Document
- Inspect Document
- Change Document Properties
- Insert Comments
- Track Changes
- Compare and Combine Documents

Mail Merge
- Set Up Source
- Mail Merge Wizard
- Setup Merged Document

Creating Forms
- Add Form Fields to A Document
- Protect A Form
- Automate A Form
- Create Document Templates

What Will I Take Back to Work With Me?

When you walk out of the door with your certificate in hand, you will be able confidently work with the advanced features of Word ensuring clarity and professionalism in your documents.