

Course Overview

The purpose of the Advanced Microsoft Word course is to equip participants with advanced skills and in-depth knowledge of Microsoft Word, enabling them to work with complex document formatting, graphics, tables, automation, and collaboration. The course empowers participants to leverage Word's capabilities to their full potential, making them proficient in handling complex document-related tasks.

Audience Profile

The Advanced Microsoft Word course is ideally suited for individuals who already possess a solid foundation in Microsoft Word and want to elevate their skills to an advanced level. This course is suitable for Writers and Editors, Researchers and Academics, Document Designers, IT and Support Staff, Legal and Compliance Professionals.

Certification

Certificate of completion

Word Intermediate Overview

Lesson 1: Advanced Document Formatting

- Styles and Themes
- Advanced Paragraph Formatting
- Creating and Customizing Templates
- Document Sections and Page Setup

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Lesson 3: Advanced Tables and Data Handling

- Table Styles and Formatting
- Calculations in Tables
- Data Sorting and Filtering
- Advanced Table of Contents and Indexing

Lesson 4: Document Collaboration

- Track Changes and Comments
- Comparing and Merging Documents
- Document Protection and Security
- Sharing and Co-Authoring

Lesson 5: Automation and Macros

- Creating Macros
- Editing and Running Macros
- Custom Ribbon and Quick Access Toolbar
- Advanced Mail Merge

Lesson 7: Forms and Document Automation

- Creating Forms with Form Controls
- Protecting Forms
- Document Automation with Fields
- Document Assembly and Content Controls

Lesson 8: Advanced Tips and Tricks

- Advanced Keyboard Shortcuts
- Customizing Word Options
- Advanced Search and Replace
- Troubleshooting Common Issues

Pre-Requisites

Required:

- Familiarity with a Windows-based computer

