



Word Advanced

Course Content

General Outline

This course is for Word power-users. You will learn how to work with templates, styles, table of contents and an index of words.

You will learn how to work with complex documents that contain pages with different orientations, how to use powerful captions and cross-references features and how to use tabs.

You will also learn how to create macros and use them to speed up and automate your work. How to create advanced auto-filled forms is covered in the hands-on exercises as well.



Detailed Course Outcomes

- ◆ Use and create templates
- ◆ Create simple and complex macros
- ◆ Create a table of contents and index of words
- ◆ Use styles for formatting
- ◆ Work with long documents (section breaks, etc)
- ◆ Use bookmarks and cross-referencing
- ◆ Use tabs to create a hard-copy 'fill-in' form
- ◆ Create auto-filled, prompted documents
- ◆ Perform mail merges
- ◆ Integrate Windows applications

Client Reviews

"The course will help me produce documents a lot quicker."

Christine, Project Assistant; Intermediate

"Very relevant, clear information, booklet for future reference is excellent."

Orme, Copy Editor and Proof reader; Intermediate

"The pace of the course was good. Not having to look at the board, but trainer used 'our' screens for presentation of examples - this worked really well."

Judi, RTW Coordinator; Intermediate

"I was impressed with the and simple explanation on how Word can be used."

Wayne, Customer Service Officer; Intermediate

Duration & Rate:

- ◆ 1 day public course (\$330) OR
- ◆ 3 x 1-hour online (\$132) OR
- ◆ Closed / Onsite (inquire)

Prerequisites:

CLASS Training's Word Intermediate Course or otherwise proven competency with Word.

Public Course Includes:*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

How to Book:

- ◆ Phone us on **(02) 6041 2711**.
- ◆ Email us at **office@classtraining.com.au**.
- ◆ Book online at **www.classtraining.com.au**