



Presentation Software Training

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Microsoft Word: Advanced

Overview & objectives

This one-day course is designed to help a delegate develop document solutions for longer format document types, such as a report, book or manual. A delegate will learn to use templates, styles and fields to format and cross-reference long documents consistently. A delegate will also learn to merge a document with a data source to create mail merge letters.

Course Prerequisite

Microsoft Word: Intermediate

Who should attend?

Any delegate wanting to develop their skills in using Word to design document solutions and use tools for creating and formatting longer and more complex documents.

Course Outline

This course consists of 7 modules	
Module One	What is Mail Merge?; Create a Form letter by using the Mail Merge Task Pane; Create a Main document using the Mail Merge Wizard; Create a Recipient List using the Mail Merge Wizard; Add Merge Fields to a Main Document; Preview a Mail Merge Document; Find a Particular Recipient; Print a Mail Merge Document; Use an Existing Data Source; Merge a List to Envelopes and Labels
Module Two	Integrate Word Data with Other Programs; Know when to Paste/Insert/Link/Embed; Copy & Paste from Other Applications; Link Information; Embedding Excel Data; Editing Embedded Data; Import and Export Files to and from MS Word; Import Excel Charts; Build and Edit an Equation
Module Three	Master Documents; Footnotes / Endnotes; Creating Indexes; Table of Contents; Cross References; Use Bookmarks
Module Four	Macros; Automating with Visual Basic for Applications; Record a Simple Macro; Storing a Macro; Pausing a Macro; Running a Procedure; Examining the Procedure – View Macro Scripts; Visual Basic Editor; Assigning a Macro to a Keyboard Shortcut; Assigning a Macro to a Button on a Toolbar; Customizing a Macro Button; Copying a Macro to other Documents or Templates; Delete Macros
Module Five	Organizing Content with Outline View; Working with Outline View; The Outline Toolbar; Preparing for Outline View; Creating an Outline; Promoting & Demoting Headings; Expanding & Collapsing Headings; Moving Blocks of Text; Numbering an Outline; Printing an Outline
Module Six	Building Forms; Understanding Form Basics; Planning a Form; The Forms Toolbar; Planning and Designing a Form; Form Components; Adding Form Fields; Text Fields in a Form; Customizing Text Form Fields; Inserting a Check Box Field; Customizing Check Box Form Fields; Inserting a Drop-Down Field; Customizing Drop-Down Form Fields; Adding Help to a Form; Save a Form as a Template; Protecting the Form; Using On-Screen Forms; Modifying / Editing a Form; Printing Forms; Digital Signatures
Module Seven	Managing Document Revisions – Tracking Changes; Using the Track Feature; Tracking Changes; Tracking Options; Reviewing Changes; Protecting Documents for Changes; Merged Revisions by Several Reviewers; Working with Comments – Inserting Comments; Viewing Comments; Editing Comments; Finding Comments; Deleting Comments; Printing Comments; Protecting Documents for Comments Only; Customizing MS Office – Toolbars; Creating your own Toolbar; Create Custom Menus; Publishing to a Web Page; Save a document as a Web Page; Create a Hyperlink; Edit and Remove a Hyperlink

Additional Information

Duration	1 day
Cost	R915,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.