



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Word (Advanced)

Overview

MS Word (Advanced) will enable delegates to create and format typical and advanced business documents: to manage, create, distribute and revise long documents and forms.

Objectives

- Using Mail Merge
- Creating Links from other applications
- Working with Footnotes, Indexes and Table of Contents/Figures
- Recording Macros
- Building and protecting Forms
- Using Track Changes

Course Prerequisite

MS Word (Intermediate)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

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 the following 7 modules

Module 1	Mail Merge; Create the Main Document; Rules; Create the Recipient List; Sorting & Filtering; Understanding the Mailings Tab on the Ribbon; Add Merge Fields to the Main Document; Removing Recipients from the Mailing List; Merging to Labels & Envelopes; Mail Merge using an Excel List
Module 2	Copy, Paste & Paste Link; Integrating Data with Other Programs; Paste Special; Link an Entire File; Link to Part of a File; Import Excel Charts; Create Equations Using the Equation Editor; Cross-Referencing an Equation; Bookmarking an Equation Number; Update Field Numbering; Create Hyperlinks; Edit Hyperlinks, Remove Hyperlinks
Module 3	Work with Master Documents; Add & Delete Subdocuments; Insert/Modify/Delete Endnotes & Footnotes; Create & Generate Indexes; Modify Citations & Bibliography; Generate a Bibliography; Create a Tables of Contents; Update/Delete the Table of Contents; Add Captions; Generate a Table of Figures; Insert a Cross-Reference; Add/Locate/Delete Bookmarks
Module 4	Macros; Record a Macro; Edit a Macro using Visual Basic Editor; Store a Macro; Pause a Macro; Run Macros; Add a Macro to the Quick Access Toolbar; Assign a Macro to a Keyboard Shortcut; Delete Macros
Module 5	Organise Content with an Outline; Work with Outline View; Move Blocks of Text; Thumbnails; Number an Outline; Print an Outline
Module 6	Create Forms; Add the Developer Tab; Types of Form Controls; Add Form Controls; Protect/Unprotect Forms; Set Editing Permissions; Save a Form as a Template; Print Forms; Digital Signatures
Module 7	Manage Document Revisions using the Track Changes; Tracking Options; Review Changes; Review Changes by Author; Accept/Reject Changes; Protect Documents for Changes; Merged Revisions by Several Reviewers; Insert Comments; View/Edit Comments; Delete Comments; Print Comments; Protect Documents for Comments Only; The Document Inspector; Inspecting & Finalizing the Document; Save & Publish a Document as a Web Page

Additional Information

Duration	1 Day	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire