

# Word Advanced

## Duration

- 1 day

## Delegates

People who wish to personalise Word, who work with long documents and need to track document revisions

## Prerequisites

Completion of the Word Intermediate course or familiarity with its contents

## Objectives

On completion of the course delegates should be able to:

- Customise toolbars and menus to simplify tasks
- Easily modify the document appearance through the use of styles
- Create automatically updating tables of contents
- Use Outlines to number and move text in long documents
- Track changes to documents

## Impact

- Improved efficiency through personalising Word
- Greater control over document appearance
- Easily track changes to documents sent and received via e-mail

## Programme

- Templates
  - Creating Templates
  - Automating with Field Codes
- Macros
  - Recording Macros
  - Running Macros
  - Assigning Macros to Shortcut Keys
  - Assigning Macros to the Quick Access Toolbar
- Styles
  - Creating New Styles
  - Modifying Styles
  - Applying Styles
  - Keyboard Shortcuts for Styles
  - Managing Styles
- Creating a Table of Contents
- Outlines
  - Creating an Outline
  - Numbering an Outline
- Document Reviewing
  - Comments
  - Tracking Changes
  - Protecting Documents
  - Comparing Documents