Microsoft Word

PREREQUISITES

- Regularly use Word to create, edit & format documents. Able to apply text editing & formatting, manage basic page setups.

DURATION

📅 **1 Day**
🕐 **9 AM - 5 PM**

COURSE DATES

https://asktraining.com.sg/course-schedule/

Course Code: **ASKMWA**

Balance Fee
UTAP
Claimable

Full Course Fee:
S$272.50
(inclusive of 9% GST)

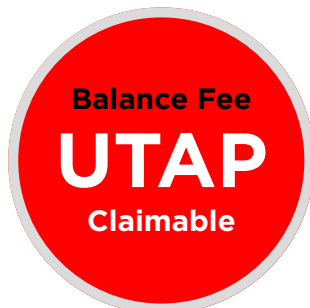## Microsoft Word – Advanced

Course Description

Do you frequently write reports, create forms, work on capstone projects, dissertations or compile lengthy documents? If you do handle these documents more often than not, our 'Microsoft Word – Advanced' course is for you.

In this 1-day 'Microsoft Word – Advanced' course, you will learn how to leverage on more complex word processing features to improve your productivity when handling multiple documents and creating long documents and forms.

The advanced formatting features taught can also help you to enhance the professional look and feel of your documents. You will also learn how to work with various themes, styles, document templates, create forms and format outlines, long documents and references.

Course Objectives

- Apply various Word Styles to your documents

- Insert Table of contents, picture captions and section breaks into your documents

- Create an index and apply appropriate referencing techniques (i.e. footnotes, endnotes, citations, bibliographies) to your documents

- Add content control in your forms to make it more convenient for your target audience to fill in information

- Use the master document and subdocuments to streamline the final document compilation process

Course Outline

Working with Themes and Styles

- Apply, Create, Modify and Delete Style
- Working with the Styles Gallery
- Selecting, Removing, and Printing Styles
- Comparing and Cleaning Up Styles

Working with Outlines, Long Documents, and References

- Creating a Document in Outline View
- Rearranging an Outline or Long Document
- Numbering an Outline
- Viewing an Outline
- Navigating Long Documents
- Working with Master Documents
- Using Bookmarks
- Using Cross-references
- Using Hyperlinks
- Creating a Table of Contents Using Heading Styles
- Creating a Table of Contents Using TC Entries
- Working with Picture Captions
- Creating an Index
- Working with Section Breaks
- Using Headers and Footers
- Using Footnotes and Endnotes
- Using Citations and Bibliographies

Working with Templates

- Creating a Document Template
- Creating Building Blocks & AutoText
- Using Building Blocks and AutoText

Working with Forms

- Creating a New Form
- Adding Content Controls
- Assigning Help to Form Content Controls
- Preparing the Form for Distribution
- Filling Out a Form