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## Microsoft Word – Advanced

**Description:** This course is dedicated for people who work with large documents. During the course, each participant of the training will be familiarised with the tools and methods enabling faster and easier creation and editing of various types of texts. The training will also discuss issues related to the preparation of serial correspondence and the organisation of creating one document by several people.

**Duration:** 16 hours

**Initial requirements:** Completion of the course: Microsoft Word – Intermediate or an equivalent level of knowledge.

**For whom:** This course is an attractive proposition for people working in the sales, marketing and logistics and administrative departments. Managers and department heads creating project documentation or conduct procedures will also find here much useful information.

### Module: Templates (MSWD04)

- 1) **Style**
  - a. Creating a font style and paragraph
  - b. Modification of style
- 2) **Section concept and inserting division marks**
- 3) **Header, footer - creation and modification**
  - a. Different versions of the header and footer within a single document
  - b. Even and odd pages
- 4) **Templates**
  - a. Creating a document template
  - b. Availability of styles
  - c. Loading and releasing templates
  - d. Copying and moving template components - Organizer
  - e. Global template

### Module: Managing long documents (MSWD05)

- 1) **Outlines**
  - a. Levels and order of chapters
  - b. Customizing the numbering style
- 2) **Bookmarks**
- 3) **Main document and sub-document**
- 4) **References, Hyperlinks**
  - a. Captions of drawings and tables
  - b. Bottom footnote
  - c. Links – Hyperlink, Cross-reference

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- 5) **Index and table of contents**

### **Module: Collaboration(MSWD06)**

- 1) **Registration of changes**
- 2) **Document versions**
- 3) **Adding comments**
- 4) **Tracking options**
- 5) **Merge documents**

### **Module: Mailings (MSWD07)**

- 1) **Concept of the main document and database**
- 2) **Use wizards**
  - a. Documents
  - b. Labels
  - c. Envelopes
- 3) **Rules and Match Fields**
- 4) **Customize the contents of the main document**
- 5) **Use mail merge to send messages e-mail**

### **Module: Macros (MSWD09)**

- 1) **Register a macro**
- 2) **Running a macro**
- 3) **Assign a macro – icon, keyboard shortcut**
- 4) **Copying a macro**