



WORD COMPLEX DOCUMENTS

SKILL LEVEL : ADVANCED
DURATION : 1 FULL DAY

Mobile MOUSE
Unit 1 / 41 Action Rd
Malaga WA 6090
(08) 9404 7041
mobilemouse.com.au

COURSE OVERVIEW

Take the skills gained in the Word Expert course to the next level ! This course gives advanced users of Word the polished skills to produce extremely professional and world class documents. Attendees of this unique course will learn the intricate details of styles and fields to produce stable and professional templates and long documents.

WHO SHOULD ATTEND THIS COURSE

This course is designed for people who work in longer and more complex documents and who are responsible for setting up long document templates. Typically anyone wanting to take their existing advanced formatting skills and usage of styles to the highest level possible is an ideal candidate to attend this course. If you already have advanced skills in Word but are tired of spending hours formatting your documents then this course is for you.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Attendees should already have Advanced skills in Microsoft Word.
- Attendees should have strong keyboard and mouse skills.

COURSE CONTENT AND OUTLINE

PART 1 - SECTION BREAKS

- Section Breaks
- Different headers and footers in different sections
- Different page numbering in different sections

PART 2 - ADVANCED STYLES

- Importance of styles – “crazy formatting” explained
- Formatting using styles
- Best practices to transfer text between documents
- Creating styles for body text
- Creating styles for numbering and bullets correctly
- Creating styles for headings and heading numbering
- Setup heading numbering correctly
- Creating styles for tables
- Linking data from Microsoft Excel
- Best practices for importing Excel / Word tables
- Creating styles for characters
- Modifying styles
- Assigning shortcuts to styles
- Removing styles
- Hiding / Showing specific styles
- Re-format existing documents with imported styles
- Locking out unwanted formatting

PART 3 - TEMPLATES

- Preparing the template
- Headers & Footers
- STYLEREF and other useful fields
- Advanced Page Numbering
- Creating the template
- Edit the template
- Share the template

PART 4 - MASTER DOCUMENTS

- Setup a Master Document
- Setup Subdocuments
- The importance of styles in Master Documents
- Best practices for Master and Subdocuments
- Merge Subdocuments into the Master Document

PART 5 - REFERENCING

- Tables of Contents
- Including / creating appendices
- Tables of figures
- Tables of tables
- Captioning figures / tables / equations
- Embedding Objects (e.g. PDF documents)
- Cross-referencing
- Editing Field Codes
- Locking Fields
- Re-assign levels & re-arrange content
- Useful techniques to browse long documents

Microsoft
Office Specialist
Authorized Testing Center

CERTIPORT
AUTHORIZED TESTING CENTER



What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support



WORD COMPLEX DOCUMENTS (ADVANCED)