



# WORD EXPERT (ADVANCED)

**SKILL LEVEL : ADVANCED**  
**DURATION : 1 FULL DAY**

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## COURSE OVERVIEW

This course is designed to give intermediate to advanced users of Microsoft Word additional skills to produce professional and easily managed documents. Attendees will learn how to use styles to their advantage to produce more efficient documents. Sections, Styles, Macros, Forms, Fill-in fields, Track Changes, Template creation and Quick Parts are some of the key components of this course.

### WHO SHOULD ATTEND THIS COURSE

This course is designed for people who work in longer and more complex documents than the standard letters that are commonly produced in word. Typically anyone involved in writing, creating or formatting reports, thesis, tenders, manuals or other long documents is an ideal candidate to attend this course.

### 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 Intermediate or Advanced skills in Microsoft Word.
- Attendees should have strong keyboard and mouse skills.

## COURSE CONTENT AND OUTLINE

### PART 1 - ADVANCED DOCUMENT FORMATTING

- Create and Apply Section Breaks
- Customizing Paragraphs
- Import data from Excel
- Calculations in tables
- Sorting in lists & tables
- Creating & Applying Styles
- Paragraph Styles
- Character Styles
- Styles for Heading Numbering
- Styles for Bullets and Numbering
- Working with Tables

### PART 2 - MACROS, TEMPLATES & BUILDING BLOCKS

- Customizing Word with Macros
- Recording macros
- Opening documents that contain macros
- Examine & edit macros
- Deleting macros
- Customizing Menus & Toolbars
- Customizing the Quick Access Toolbar
- Customizing the Ribbon (Office 2010 / 2013 only)
- Create and Edit a Template
- Create and manage Quick Parts & Auto Text
- Sharing Workgroup Templates

### PART 3 - REFERENCING CONCEPTS

- Creating References for Easy Navigation
- Indexes, table of contents, authorities
- Endnotes & Footnotes
- Moving around larger documents

### PART 4 - ADVANCED COLLABORATION

- Comparing and Merging / Combining documents
- Viewing, Inserting and Editing comments
- Track Changes in a Document
- Set track changes options
- Accepting & Rejecting changes
- Merge multiple reviewer inputs
- Protect Documents from Changes
- Certify Documents with Digital Signatures
- Create and Edit User Forms
- ASK / FILLIN and REF Fields

### ADDITIONAL SELF STUDY (MOS EXPERT CERTIFICATION)

- Execute Mail Merge\*
- Create a Mail Merge by using other data sources\*
- Create labels and envelope forms\*

\* Covered in our Word Essentials course - but self-study content is provided in the student workbook.

## Microsoft

Office Specialist

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## CERTIPORT

AUTHORIZED TESTING CENTER



WORD EXPERT (ADVANCED)

*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

