



# Microsoft Word Expert (Advanced)

(Available in Microsoft Word 2003, 2007 or 2010 format)



# Mobile MOUSE



# Microsoft Word Expert

Venue: Onsite (your premises) or Inhouse (our premises)

Duration: 1 Full Day (9am - 4pm)

## Part One - Advanced Document Formatting

- Create and Apply Section Breaks
- Customizing Paragraphs
- Tables
  - 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
  - Table Styles

## Part Two - Templates, Macros, Menus & Toolbars

- Customizing Word with Macros
  - Recording macros
  - Opening documents that contain macros
  - Examine & edit macros
  - Deleting macros
- Customizing Menus & Toolbars
  - Changing toolbar / Quick Access Toolbar options
  - Customizing existing and new toolbars / Quick Access Toolbar
- Create and Edit a Template
- Sharing Workgroup Templates

## Part Three - Longer Documents

- Creating References for Easy Navigation
  - Image and table captions
  - Indexes, table of contents, figures & authorities
  - Cross references
  - Endnotes & Footnotes
- Master Documents
  - Master & Subdocuments
  - Working with & editing field codes
- Moving Around Documents

## Part Four - 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
- Collaborating on the Web
  - Connect documents with hyperlinks
  - Create & edit web documents
- Save Multiple Versions of Documents
- Protect Documents from Changes
- Certify Documents with Digital Signature
- Create and Edit User Forms



## Part Five - Mail Merge

- Understanding Mail Merge
- Creating / Specifying Main Document
  - Add merge fields to a main document
  - Previewing & merging documents
- Merging to Create Mailing Labels / Envelopes
- Existing Sources for Letters & Labels
  - Excel as a data source
  - Outlook as a data source

### What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

## CONTACT MOBILE MOUSE NOW

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## 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 report, thesis, tender, manual or other long documents is an ideal candidate to attend this course.

Please note that this course is not intended for novice users of Microsoft Word. Attendees should already have Intermediate or Advanced skills in Microsoft Word.

