

Digital Skills

Microsoft Word – Advanced

Course Details

Price

£235.00

CPD Points

4.00

Length

Half day (09:00-13:00)

Course Overview

This half-day course is designed to assist those wishing to build upon their knowledge of Microsoft Word.

Content

Heading Styles

- Modify existing styles
- Customise heading styles
- Apply styles to text
- Create a Table of Contents

Document Layout

Flexible learning that works for you

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- Use standard templates
- Create own templates
- Use sections to format documents
- Understand Next Page and Continuous section breaks
- Design bespoke headers and footers
- Create cover pages
- Create footnotes and endnotes
- Adding Hyperlinks
- Adding cross reference

Using Mail Merge

- Creating form letters
- Working with data sources
- Creating mailing labels

Managing Document Revision

- Using track changes
- Comparing document

Working with Forms

- Creating forms
- Modifying forms
- Protecting and printing forms

Working With Columns

- Converting text to columns
- Adjusting column width
- Adding lines between
- Working with continuous section breaks
- Removing columns

Working With Paragraphs

- Automatic paragraphs
- Sub-paragraph numbering

Benefits

This course will provide delegates with a sound advanced level of knowledge of Microsoft Word and is the third of our Microsoft Word series, the others being Word - Beginners and Word - Intermediate.

Prerequisites

While there are no formal entry requirements for this course, ideally you will have completed the 'Intermediate' module or have a good working knowledge of Word to begin with.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Susan Watson

Susan Watson is a senior consultant and director with over 15 years' experience delivering business and technology solutions across finance and professional services. She specialises in making complex tools like Excel practical and accessible, with a focus on real-world application such as reporting, data analysis, and improving efficiency.