

## Word - Advanced

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Course Duration 3 hours

### **Aim**

This session is designed to provide users with the skills necessary to work with complex documents.

### **Prerequisites**

Completed the Word Intermediate course or equivalent experience

### **Topics**

- ▼ Macros – recording, assigning to toolbars, menus, etc
- ▼ Customising toolbars
- ▼ Working with fields
- ▼ Create a Table of Contents, Index, Footnotes
- ▼ Work with Master Documents, Outlines
- ▼ Creating and using forms
- ▼ Protecting documents
- ▼ Reviewing feature
- ▼ Tracking changes
- ▼ Embedding and Linking
- ▼ Version control and document management
- ▼ Graphics
- ▼ Spreadsheet Data in Word

