PHOENIX
SOLUTIONS 4 ALL

Customised IT and Soft Skills training to suit your needs

Microsoft Word 2013 Advanced Training

Word 2013 Advanced Course Objectives

After the course, you will be able to:

- Use and Apply Styles
- Create Table of Contents, Index and Referencing Tools
- Create Templates
- Track Changes
- Use Outlining to Restructure
- Create Basic Macros

Audience

The advanced Word training course will help users that need to produce large, more complex, documents e.g. legal or proposal documents.

Course Prerequisite

You must have sound Word skills and understand key concepts of documents, or equivalent to our Intermediate course level.

Course Duration

This is a 1 day Word 2013 Advanced Course. Course starts at 09:30 and runs until 16:30

Word 2013 Advanced Course Locations / Schedule

This course can be run at our Word training centre or any preferred location in the UK. The course can be held on a date that suits you.   We do not run public scheduled courses.

Inserting Graphics, Charts and Objects

- Inserting Clipart & Pictures
- Inserting shapes & SmartArt
- Controlling graphic placement and text wrapping
- Using the drawing canvas and drawing tools
- Inserting a Screenshot

- Inserting and Linking Excel Charts
- Using WordArt Objects
- Inserting Files

Creating Forms

- Creating a form
- Use section breaks in forms
- Inserting Text, Checkbox and Dropdown form fields
- Set Form field options
- Inserting fields into your form
- Lock a form (Protection)
- Password protect forms
- Save as a template
- Use a form

Using Referencing Tools

- Insert a Tables of Contents, Table of Figures and Index
- Footnotes and Endnotes
- Cross Referencing
- Create and use Bookmarks
- Insert hyperlinks
- Edit hyperlinks
- Use mailto: hyperlinks

Mail Merging

- Use the Mail Merge Wizard Pane
- Use the Mail merge contextual ribbon
- Create a data source
- Use an existing data source
- Filter and Sort a Data Source in Word
- Create letters
- Create labels
- Predefined merge field blocks
- Insert merge fields
- Simulate a merge
- Preview merge data
- Merge to printer

- Merge to email

- Insert and use the: Fill-in, If, Then, Else, fields.

Track and Merge Documents

- Using Compare and Merge Documents

- Sending for Review and Tracking changes

- Accepting and Rejecting changes

- Features of the review ribbon

- Using version control in word 2013

- Add, edit and remove Comments

Introduction to Macros

- Record and Run a Macro

- Basic Macro editing

- Assigning macros to a ribbon or toolbar

Building a Template

- Inbuilt Word templates

- Office online templates

- What is in a template?

- Create a template

- Edit and modify a template

- Include boilerplate text and styles

- Managing your Templates

Word customisation

- Customise ribbons and Quick access toolbar

- Set default word options

- Set or edit default file paths

- Set or change languages for Word

- Manage add-in