

**Digital Skills** 

## Microsoft Word - Advanced

## **Course Details**

**Price** 

£215.00

Length

Half day (09:00-13:00)

**CPD Points** 

4.00

### **Course Overview**

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

### **Course Content**

#### **Heading Styles**

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

#### **Document Layout**

• Use standard templates



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- · 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**



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- · Automatic paragraphs
- Sub-paragraph numbering

## **Benefits**

This course will provide you 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.

## **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**

#### Tonia Meakin (LC)

Digital Skills Lecturer at The Guernsey Institute. With over 20 years of experience across various roles in the IT industry, she has a real passion for teaching and upskilling. Specialising in Microsoft, she can provide you with the knowledge and confidence to succeed with technology, regardless of your current skill level.

