

## Digital Skills

# Microsoft Word – Advanced

## Course Details

### Price

£215.00

### 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.

## Course 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.

## 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](mailto: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

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.