

ICT Short Course

Word Advanced



Aims:

For participants to further their knowledge of Word from an intermediate to an advanced degree (please see below objective/key points for more information)

Objectives:

- The opening recap will ensure participants are able to set up a word document with some intermediate attributes, such as tables, shading, border manipulation etc
- Participants shall be able to utilise some of the most *useful* advanced features of the Word program
- Participants shall be able to carry out an advanced brief on their own using the skills gained during the course (which involves individual work on Mail Merges, Poster Creation or Forms)

Designed for:

Those who are self-taught in their Word skills. Especially suited to those attended the Intermediate workshop. Especially useful for those who consider themselves reasonable skilled with Word, but would like to push their skills a little farther to speed up workloads

Key points:

- Mail Merge
- Importing Objects
- Advanced drawing, shapes, symbols, shading, orders and groups
- Advanced tabs (such as tab leaders) in conjunction with the ruler
- Saving pictures from the web; screen grabs
- Automatic Options
- Using the drawing toolbar
- Electronic Forms
- Track changes
- Customising backgrounds
- Creating and applying styles
- Overview of TOC (Table of Contents)