

Advanced Word

Seminar Overview

This half day hands-off seminar is designed to enable you to take your use of Word to the next level, significantly enhancing what you can do with your documents. It is an effective alternative to traditional hands-on class-room based courses, saving you money, cutting your learning time in half and at the same time increasing your efficiency and productivity.

The seminar includes more time saving tips, tricks and shortcuts including some hidden features you may not even know were there. It is essential for anyone who wants to get the best out of Word.

Detailed seminar notes, workbook and data files are emailed at the end of the seminar allowing you to review and practise what you have learned in your own time and at your own pace.

The seminars are run under Windows and are suitable for users of 2007, 2010, 2013 and 2016.

Seminar Prerequisites

The seminar is ideally suited to delegates who already have a good working knowledge of Word either from attending our Making the Most of Word seminar or from practical experience in the workplace.

Seminar Content

Mail Merge

Understand the different ways of merging data to produce multiple documents from a single document and data source. Merging a letter or another document such as a certificate to data held in Word, Excel or Access. Learn how to personalise the document, select recipients and sort the results and how to merge onto labels and envelopes.

Sending an email by merging Word and Outlook

Do you know that you can use Word to send the same message to multiple recipients held in Outlook Contacts or in an Excel file by using an email merge? This powerful technique sends each individual recipient the message with only their email address in the 'To' field so avoids you having to use 'Bcc' feature for large mail outs.

Tracking, Comments & Comparing

Track changes allows you to see changes made to the text in a document. Learn how to use this powerful feature. See how you can enter comments into a document. Find out which option to use to print a document without the comments. Can you compare two versions of a document to find the differences in each when someone has not used track changes?

References

Useful in a longer document, let us show you how to insert footnotes and how to create a table of contents that will automatically update as changes are made to your document. This saves a great deal of time.

Working with Macros & Templates

Can you create and save a document template? See how you can use macros to automate time consuming repetitive operations in Word. Macros can then be added to your quick access toolbar so they can be run with one click of a mouse button.

Inserting & Manipulating Objects

A document can be enhanced by inserting pictures, shapes, WordArt or SmartArt to visually communicate information. Learn how to manipulate these objects to size them, position them, control how to wrap text around them and add effects to them.