



Microsoft® Office Word®: Advanced Features, Tips and Tricks

Course Length:

3 hours

Course Description

You know how to use Microsoft Word. You even know many tips and tricks, yet there are always those days when you feel like you've wasted hours with formatting or tedious tasks. Use features like styles, forms and macros to implement time-saving commands to make your work in MS Word more hassle-free.

Course Objectives:

Upon successful completion of this course, you will be able to use MS Word to efficiently format your document using styles, macros and time-saving features.

You will:

- Organize content using tables
- Customize formats using styles and themes
- Insert content using quick parts and macros
- Use templates to automate document formatting
- Control the flow of a document

Target Student:

You already know Word and have been working with it regularly. Some of your skills are self-taught and you might have taken formal training. Individuals who have taken one or more Word Core Skills classes or have equivalent knowledge will be excellent candidates for this class.

Prerequisites:

To ensure your success in this course, you should have experience working with MS Word.





Course Content

Lesson 1: Organizing Content Using Tables

Topic A: Sort Table Data

Topic B: Format and Control Cell Layout

Topic C: Perform Calculations in a Table

Lesson 2: Using Styles for Consistent and Quick Formatting

Topic A: Use and Modify Text Styles

Topic B: Create a Custom Style

Lesson 3: Inserting Content Using Quick Parts and Macros

Topic A: Insert and Modify Building Blocks in Quick Parts

Topic B: Create a Macro for efficient formatting

Lesson 4: Using Templates to Automate Document Formatting

Topic A: Create a Document Using a Template

Topic B: Create and Modify a Template

Topic C: Manage Templates with the Template Organizer

OPTIONAL MATERIAL: Time Dependent

Lesson 5: Controlling the Flow of a Document

Topic A: Control Paragraph Flow

Topic B: Insert Section Breaks

Topic C: Insert Columns

