MS Word (advanced) (code: Word-201)

compliant with: Learn Microsoft Word 2010 Step by Step, Level 3
(compliant with MS 50543)

Overview

This course is designed to improve skills in using MS Word to an expert level. It provides an overview of the advanced features and functions of the program and best practices in using them. Practical exercises accompany every topic covered during the course.

The students will master creating templates, using styles, working with tables, formatting, advanced page numbering, preparing documents for publication and working in groups. They will also learn how to use mail merge.

Microsoft Certificate: for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important**: authorization is available for on-demand training courses only.

Duration

2 days

Agenda

1. Understanding file formats.
   — Saving a document in a different format.
2. Working with templates.
3. Inserting and working with objects.
   — Inserting images.
   — Formatting, positioning and resizing graphics.
   — Importing data from other Office documents (e.g. Excel worksheets).
   — Creating and editing diagrams and schemas.
4. Working with tables.
   — Modifying table structure (adding/removing columns/rows).
   — Setting table properties. Formatting.
   — Using Autoformatting tool.
   — Calculations using functions.
5. Working with styles.
   — Good practices. Creating documents that are easy to formate.
   — Creating custom style.
6. Enhancing document layout. Preparing to printing.
   — Numbering pages.
   — Adding tables of contents.
   — Inserting footnotes, endnotes, bookmarks, cross-references, and hyperlinks.
   — Working with headers and footers.
   — Understanding hidden formatting characters.
   — Splitting text into columns.
   — Working with margins and page orientation.
7. Using Proofing tools.

- — Checking spelling and grammar.
- — Using custom dictionaries.
- — Using thesaurus.
- — Working with AutoCorrect tool. Modifying AutoCorrect options.
8. Changing default program options.
9. Making favourite commands easy accessible (Quick Access Toolbar).
10. Working in collaboration with other users.
    - — Tracking and managing document changes. Setting tracking options.
    - — Publishing a document.
    - — Managing document versions. Merging versions of a document and evaluating the differences.
    - — Understanding security and protecting a document.
11. Working with Mail Merge.
    - — Preparing master document.
    - — Linking data from database.
    - — Filtering data.

For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

Target audience and prerequisites

This course is intended for experienced information workers who want to master using MS Word at an advanced level.

Before attending this course, students must have:

- — Basic computer knowledge, such as keyboard and mouse skills.
- — Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
- — Basic knowledge of the Word interface, document creation, text formatting.

Certificates

Course participants receive completion certificates signed by ALX.

Locations

- — Online (English) – your home, office or wherever you want
- — Warsaw (English) – Jasna 14/16A
- — any other location (London, UK, EU) on request

Price

230 EUR

The price includes:

- — course materials,
- — snacks, coffee, tea and soft drinks,
- — course completion certificate,
- — one-time consultation with the instructor after course completion.