



Microsoft Word Advanced

Aim:

After completing this course, students will know how to:

- Use the Mail Merge task pane to create form letters, create a data source, work with records, and create mailing-label documents.
- Create forms, modify and rearrange fields in forms, protect and print forms, and discuss digital signatures.
- Create a master document that includes a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames.
- Automate tasks by recording, running, modifying, and copying macros, and use macros in a form.
- Customize the menu and toolbar by creating a custom menu, adding buttons to a toolbar, and creating a custom toolbar.
- Create an XML document, attach an XML schema, modify XML options, apply a transform, and discuss smart documents.

Pre-requisite: *Windows Introduction and Excel Intermediate*, or equivalent knowledge

Duration: **One day – Six hours in duration**

Course Content

Using Mail Merge

- Creating form letters
- Working with data sources
- Creating mailing labels

Working with forms

- Creating forms
- Modifying forms
- Protecting and printing forms
- Using digital signatures

Working with large documents

- Master documents
- Footnotes and endnotes

Creating macros

- Recording and running macros
- Modifying and deleting macros
- Using macros in forms

Customizing menus and toolbars

- Creating custom menus
- Customizing toolbars

Using XML features in Word

- Working with XML

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