Advanced Word

Objective

The objective of this course is to enable the trainee to understand some quite detailed functions in word like styles, auto numbering, bibliographies and citations. We will also look at smart art, comparing documents and tracking changes.

Key Content

- Styles, Creating New Styles, Templates for Styles, Quick Part Styles
- Sections, Paragraphs formatting, Auto numbering and page numbering
- Auto numbering continued, Citations, Bibliography and Placeholders. Managing Sources
- Inserting Smart Art and Screenshots
- Advanced Work on Table of contents
- Tabs and Indents and Line Spacing
- Tracking Changes
- Compare Documents and Text