

Course Aims & Objectives

This advanced course is specifically for those who already very familiar with Microsoft Word and who wish to bring their knowledge to a new level using the top level functions within the application. All too often we spend hours trying to achieve a professional look to our documents while those who attend this course can achieve the same effect in minutes.

Who Should Attend?

Before attending this course you need to be familiar with the core functions of Word including how to create a basic document and apply basic formatting and print options.

Course Outline

The course content will include the items listed below. Items not listed here are covered at another level.

- Learn how to insert Text boxes into a document and how to link them to enable the automatic flow of text.
- Create your own Styles and apply these throughout your document.
- Create Outline (legal 1.0 - 1.1 - 1.1.1 etc.) Numbering Styles and use them in documents.
- Protect and distribute a document to other users and be able to track and compare any changes.
- Enter, edit and delete Comments, Footnotes, Bookmarks, Captions, into a document.
- Use cross-references to track internal objects within the document.
- Create an automatic Table Of Contents, Table Of Figures at the start of your document or an Index at the end of a document.
- Insert a Bibliography in your college thesis.
- Create professional looking online forms with tick boxes and dropdown lists.
- Set your documents apart by adding a watermark to each page.
- Learn how to create a Mail-Merge so that you can distribute a document, an email or a set of labels to a group of people yet personalise each copy of the item.

**Notes and exercise files are available online at
www.dti.ie**

The notes will cover Word Levels 1, 2 & 3.

Ongoing email support is offered.