



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Word Level 3

Duration: 1 Day

Objectives: This course is designed for experienced users of Word. Users will learn techniques for creating more complex and sophisticated documents. This course allows participants the chance to refine the way they use every-day commands in Word and explore some of its more complex features, particularly where long documents are involved.

Prerequisites: This course is aimed at existing users of Microsoft Word who have attended the Microsoft Word Level 1 and 2 courses or who have a good knowledge of Word.

Using Outline View

- Showing header levels
- Promoting and Demoting Text
- Moving text blocks

Working with Indexes

- Creating index entries
- Compiling an index

Revising Styles

- Using Styles
- Creating Styles
- Editing Styles

Table of Contents

- Using styles to compile
- Updating a Table of Contents

Master and Sub Documents

- The Master Document View
- Creating a Master Document
- Inserting Documents into the Master

Bookmarks and Cross Reference

- Creating Bookmarks
- Using Bookmarks
- Creating Cross Reference
- Using Cross Reference

Working with Revisions

- Track changes automatically
- Compare documents
- Combining Changes
- Accepting or reviewing changes

Creating Forms

- Using Fill In Forms
- Working with Hyperlinks
- Protecting Forms
- Create a printed form