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MICROSOFT

Microsoft Word 2016 Advanced Training

Course Overview

This 1-day, instructor-led course is designed to teach you to advanced skills for power users of Microsoft Word 2016. You will learn:

- Advanced formatting
- Advanced document management
- Using references
- Creating mailings
- Creating and using macros and forms

Course Outline

Advanced formatting

- Tables and charts
- Creating building blocks
- Linking text

Advanced document management

- Configuring Word options
- Working with templates
- Tracking and reviewing changes

Using references

- Internal references
- Indexing
- Citing external sources



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Creating mailings

- Recipient lists
- Performing mail merges
- Envelopes and labels

Macros and forms

- Macros
- Forms

Appendix A: Internationalization and accessibility

- Internationalization
- Managing accessibility in documents

Starting at \$299

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Included in this **Microsoft Word 2016 Advanced Training**

- %day% instructor-led training
- Microsoft Word 2016 Advanced Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*