

# Microsoft Word – Advanced Techniques

Course code: MSWD3

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English. This course is assigned for advanced Microsoft Word users, who want to fully employ its possibilities and create long documents on professional level. You should already know Microsoft Word on "Microsoft Word - practical use" level. This course is suitable for users of every version of Microsoft Office products. Word is a well-matured application and control of its interface has not changed significantly since the 2007 version. There will be 3 latest Word versions installed in each classroom in case the users would like to work with the version they are accustomed to. The student's books of appropriate versions will also be available.

## Who is the course for

This course is assigned for advanced Microsoft Word users

## What we teach you

You will learn to fully employ possibilities of Word and create documents of professional level.

## Required skills

MS Word - practical use, or equivalent knowledge

## Course Outline

Managing long documents

- Working with styles
- Table of Contents
- Footnote
- Cross reference
- Index
- Caption
- Section break types
- Header and Footer
- Outline
- Working with subdocuments
- Compare and merge documents

Working with objects

- Drawing pictures
- Insert pictures
- Object types
- Inserting and formatting objects
- Locking object
- Wordart
- Formula and quadratic
- Hyperlink

Mail merge

- Letters
- Envelopes
- Labels
- Directory
- Recipients for mail merge

Forms

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# Microsoft Word – Advanced Techniques

- Creating forms
- Locking forms

## Macro and Toolbars

- Record new macro
- Play macro
- Edit macro

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