



**Course Content**  
**Word Advanced**  
**Duration: 2 Day**

# Overview

## MODULE 1

How does a Mail Merge work? Uses of a Mail Merge  
Mass-Producing Letters  
Mass-Producing Envelopes and Labels  
Creating a Catalogue  
Benefits of using Mail Merge

## MODULE 2

Creating the Data Source  
Using a MS Word table as your Data Source  
Using an external Data Source  
Creating the data during the Mail Merge process  
Mail Merge using a Word table as the Data Source  
Mail Merge using an External Data Source  
Mail Merge using a Data source Created during the Merge  
Merge according to Criteria \*\* Mail Merge Toolbar \*\*  
Merge to an existing document \*\*  
Mail Merge for Labels  
Mail Merge for Envelopes  
Sorting Records  
Editing a Data Source

## MODULE 3

Previewing and Printing  
Previewing  
Printing

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## MODULE 1

Create a Table  
Display the Table & Borders Toolbar  
\*\* Entering data into a table  
Selection within a table Delete text from a table Insert a cell  
Insert a column  
Insert a row:  
Add a Row at the end of a table  
To delete a cell  
To delete a Row  
To delete a Column  
Moving and copying text within a table Copying text from one cell range to an- other  
Moving text from one cell range to an- other

## MODULE 2

Working with column width and row height  
Adjust Column Widths  
Adjust Row Heights

Changing text alignment in a cell range

Text Alignment

Text direction

Applying borders to a cell range

Applying shading to a cell range

Applying text colour to a cell range

Table AutoFormat Combining cells

Merging Cells

Splitting a Merged cell

Sort data in a table

Formulas in tables Convert a

table to text \*\* Convert text to a

table Repeat Headings \*\* Table

Properties \*\* Exercise

Table AutoFormat Combining cells

Merging Cells

Splitting a Merged cell Sort data in

a table Formulas in tables Convert

a table to text \*\* Convert text to

a table Repeat Headings \*\* Table

Properties \*\*

### **MODULE 3**

Creating Columns Editing Columns

Resizing columns

Insert a line between columns

Adjust Column Length –

Continuous

Break36

Column Breaks

Insert a column break

Delete a column break

### **MODULE 4**

Formatting Columns Creating

Headings Adding text boxes

Linking Text Boxes

## **END USER MODULE**

- Graphics file types Word can use
- About graphics in Word
- Pictures
- Drawing Canvas Diagrams
- Flowcharts Organization charts
- Insert a Picture
- Re-size & Move a Picture
- Convert a picture to a Washout (Watermark)
- Display the Picture Toolbar
- Wrapping Styles
- Change the Attributes of the picture 11
- Crop a picture
- Group and Ungroup Objects
- Drawing Toolbar
- Text Boxes
- Free Rotate
- AutoShapes
- Line Arrows
- Rectangle Oval
- WordArt Fill Colour
- Line Colour
- Font Colour
- Line Style
- Dash Style
- Arrow Style
- Shadow
- 3-D Option
- Rotating Pictures Outlines
- Creating Outlines
- The Outline Bar
- Promoting and Demoting Headings Expanding and Collapsing Outline Headings
- Moving Headings within the Outline

- Numbering an Outline
- Customising Numbering
- Outlining Shortcut Keys
- Displaying Track Changes
- Customising Track Changes
- Record a Macro
- Keyboard Activate the new Macro
- Record a Macro
- Toolbar
- Run a Macro from the Menu Bar

## END USER MODULE

- Delete a Macro
- Assigning a Macro to a Toolbar •
- Creating Charts from A Table To delete a Chart
- Saving a Document using Versioning
- Automatically Saving and Updating Documents
- Fast Saves
- Backups

- Recovering Lost Work
- File Properties
- Browse Object Toolbar
- Display the Select Browse Object
- Tool- bar
- Go To
- Find
- Browse By function
- Browse by Headings
- Browse by Graphics
- Browse by Table
- Browse by Field
- Browse by Footnote
- Browse by Endnote
- Browse by Comment
- Browse by Section
- Browse by Page
- Smart Tags
- Paste Option
- Reveal formatting
- Remove Formatting from selected text.
- Translate
- Interpret coloured Underlines



**The above course is compiled for individuals with:** Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.