

# WORD ADVANCED FAST TRACK

AVAILABLE IN OFFICE 365, 2016, 2013 & 2010



## Templates & Fields ★

- ▶ Saving Documents as Templates
- ▶ Creating & Updating Fields

## Mail Merge ★

- ▶ Creating Merge Documents
- ▶ Creating & Editing Data Source Files
- ▶ Creating Envelopes & Labels with Mail Merge
- ▶ E-mail Merge

## Working with Long Documents

- ▶ Creating, Modifying & Applying Styles
- ▶ Working with Sections ★
- ▶ Using Multiple Headers & Footers
- ▶ Navigating within Long Documents
- ▶ Creating a Table of Contents ★
- ▶ Creating an Index ★

## Tracking Changes

- ▶ Using Track Changes & Reviewing Tools ★
- ▶ Creating, Replying, Modifying & Deleting Comments
- ▶ Comparing Documents ★

**Duration:** 1 Day

### Target Audience:

Users who need to be able to exploit the full potential of Word to build documents of varying complexities and automate actions with macros.

### Objectives:

By the end of the course users will be able to create online forms, mass distribute documents with mail merge, control long documents and cross-reference data, and automate actions using macros. They will also be able to create standard documents and forms through the use of templates.

### Prerequisites:

A thorough grounding in building documents that include styles, lists, tables and different page layouts.

★ Feature not supported in Word online