

Microsoft Word Advanced

Prerequisite

Word Introduction and *Word Intermediate*

Course Description

This course builds on the topics covered in *Word Introduction* and *Word Intermediate*. Students will learn to create, use, and modify character and paragraph styles. They will learn to create their own user-defined templates. Students will also learn how to create a macro, which is a series of Word commands and instructions that are grouped together as a single command to accomplish a task automatically. Students will also learn how to perform a mail merge and create newspaper columns.

Objectives

Styles

- Apply Word's Built-in Styles
- Create Styles
- Modify Styles
- Delete Styles

Templates

- Use Word's Built-in Templates
- Customize a Template
- Use a Wizard Template

Macros

- Create a Macro
- Run a Macro
- Edit a Macro
- Create a Toolbar Button for a Macro
- Delete a Macro
- Delete the Toolbar Button for the Macro

Merging Documents

- Start the Merge Using the Mail Merge Helper
- Create a Data Document
- Create a Main Document
- Merge the Data and Main Documents

Newspaper Columns

- Create Multiple Columns
- Insert Section and Column Breaks
- Apply a Banner Heading
- Insert a Line Between Columns
- Insert Clipart

Class Length

3.5 hours
Instructor-led, hands-on course