



# Advanced Microsoft Word

A one day, 5 star rated course from the  
Marketing Training experts



# Advanced Word Course

This practical 1 day course is designed for those users who are already comfortable with the basic functions and features of Word and wish to take document creation a step further.

While people may know how to use Word at a basic level most do not know the full extent of what can be achieved with this powerful programme.

On this Advanced Word training course you will learn how to take use some of Words more advanced features and help you to take your skills to the next level.

You will learn how to manipulate documents and use the menus effectively to build robust documents that can increase yours (and your teams) efficiency in creating professional documents.

## Suitability - Who should attend?

This course is designed for people who are currently using Word within their work (or have been on the beginners Word Course) and have a good understanding of the basic formatting options, using tables and editing text.

If you do not feel like you have enough knowledge of the basics of Word take a look at our Introduction to Word Course

I would highly recommend M Training courses due to the high value content and for the fact they were tailored to us. The trainer was very knowledgeable and friendly! I would definitely use M Training for any future courses, Thanks.

Jodie Pennington, Ascot Mortgages Ltd

## Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided





# Advanced Word COURSE OUTLINE

This Course will teach you how to use some of the more advanced features and functions of Word

## Heading Styles

- Modify existing styles
- Customise heading styles
- Apply styles to text
- Create a Table of Contents

## Using Images in Documents

- Insert pictures into a document
- Use online pictures
- Take screenshots and insert into documents
- Use the Snipping tool

## Document Layout

- Use standard templates
- Create own templates
- Use sections to format documents

- Understand Next Page and Continuous section breaks
- Design bespoke headers and footers
- Create cover pages
- Create footnotes and endnotes

## Graphics

- Use SmartArt
- Use text boxes

## Automation of Documents

- Use Quick Parts
- Insert standard AutoText
- Design AutoText entries

## Document Flow

- Control text flow using widow/orphan control
- Use of non-breaking spaces
- Use of non-breaking hyphens

## Working With Columns

- Converting text to columns

A very personalised service with no question left unanswered. I would highly recommend the courses at M Training.

Imogen Clyde-Smith, Australian Wines

- Adjusting column width
- Adding lines between
- Working with continuous section breaks
- Removing columns

## How to book

To book our Advanced Word course simply send us an email or give us a ring.

Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)

Call: [0161 226 6032](tel:01612266032)

Or visit: <https://www.mtraining.co.uk/>

