



# Microsoft Word - Advanced

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| <b>Aim of Program</b>                        | This session has been designed with the knowledge of how to use Word for the creation of complex documents and ensuring their layout and structure meets the requirements of business. It will also introduce simple macros to speed up everyday tasks and allow you to track changes as documents are modified. This session will also allow participants with the opportunity of both learning the more complex functionality of Word by applying it to their own documents.   |
| <b>Program Structure</b>                     | In this session, participants will learn to: <ul style="list-style-type: none"> <li>▶ Use section breaks</li> <li>▶ Create equations</li> <li>▶ Use the Outline View</li> <li>▶ Create master and sub-documents</li> <li>▶ Use Track Changes</li> <li>▶ Insert footnotes</li> <li>▶ Use and apply Styles</li> <li>▶ Create a Table of Contents</li> <li>▶ Create a Table of Index</li> <li>▶ Create Footnotes</li> <li>▶ View and compare two documents side by side</li> <li>▶ Create a template and use form fields into the document</li> <li>▶ Protect your document</li> <li>▶ Create and use macros</li> <li>▶ Assign a macro as a toolbar button</li> <li>▶ Customise the Quick Access toolbar</li> <li>▶ Customising Word via the Word Options settings</li> </ul> |
| <b>Program Enrolment</b>                     | The program is limited to 8 participants.  |
| <b>Program Duration</b>                      | 1 Day: 9:30am - 4:00pm   |
| <b>Pre-requisite</b>                         | It is recommended that participants attending this session have attended the Microsoft Word - Intermediate session or have a strong intermediate knowledge of Microsoft Word.  |
| <b>Facilitator</b>                           | Andrew Chong, SATT Simple as that Training   |
| <b>Program Dates, Registration &amp; Fee</b> | Go to link below for <b>Program Dates, Course Registration and Course Fees:</b><br><a href="http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx">http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx</a>   |

Compassion Accountability Respect Excellence Safety

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