

Microsoft Word Level 3

Course Length: 1 Day

Course Description

Overview: Ready to learn how to take control of Microsoft Word's extraordinary potential to create visually stunning document, automating repetitive commands and enter the world of using and creating templates? In this course we'll tackle the advanced functions of Word, including Advanced Styles, Text Boxes, and Macros

Prerequisites: Microsoft Word Level 1 or familiarity with Word's interface, basic text formatting, creating and formatting tables, saving, and printing documents.

Microsoft Word Level 2 or experience with advanced formatting, application of styles, creating a table of contents, using mail merge, inserting and formatting diagrams and charts and advanced graphics techniques.

Course Content

Lesson 1 – Columns, Text Boxes, Advanced Doc. Layouts

- Create columns
- Work with column breaks
- Create text boxes
- Modify and format text boxes
- Utilize text wrap

Lesson 2 – Advanced Styles

- Modifying styles
- Create a Quick Style
- Create custom styles

Course Content

Lesson 3 – Using Macros

- Understand macros
- Record a macro
- Run a macro
- Assign a macro to a keyboard shortcut
- Assign a macro to the Quick Access Toolbar

Lesson 4 – Create Document Templates

- How templates work and where they're stored
- Save a document as a template
- Create a new document from a template