

Course: Advanced Microsoft Word

Duration: One day workshop

Course covers the following topics:

- Add WordArt and Other Text Effects and Draw Shapes
- Insert Other Media Elements
- Collaborating on Documents
- Add Cross-References
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Securing a Document
- Automating Repetitive Tasks with Macros
- Using Forms to Manage Content

At completion of the course students will be able to:

Manipulating Images
Integrate Pictures and Text
Adjust Image Appearance
Using Custom Graphic Elements
Create Text Boxes and Pull Quotes
Create Complex Illustrations with SmartArt
Prepare a Document for Collaboration
Mark Up a Document
Review Markups
Merge Changes from Other Documents
Adding Document References and Links
Add Captions
Add Bookmarks
Add Citations and a Bibliography
Suppress Information
Restrict Document Access
Add a Digital Signature to a Document
Create Forms
Modify Forms
Automate Tasks by Using Macros
Create a Macro



We also offer courses in

Adobe

InDesign

Captivate

PhotoShop

Illustrator

All students receive:

A Microsoft Certified Instructor
Comprehensive Training Manual
Course Certificate
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Unlimited Telephone Support
Additional onsite support at a cost effective rate to suit specific needs

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