

Word Advanced (English)

In this class, you will...	Learn how to improve the appearance of your document, working with a long document, using mail merge, and customizing, etc.
Topics	<ol style="list-style-type: none"> 1. Use Other Visual Elements <ul style="list-style-type: none"> Adding Watermarks Inserting Symbols and Equations Drawing and Modifying Shapes Inserting Screen Clippings 2. Organize and Arrange Content <ul style="list-style-type: none"> Reorganizing Document Outlines Arranging Objects on the Page Using Tables to Control Page Layout 3. Create Documents for Use Outside of Word <ul style="list-style-type: none"> Saving files in Different formats Creating and Modifying web Documents Creating and Publishing Blog Posts 4. Explore More Text Techniques <ul style="list-style-type: none"> Adding Hyperlinks Inserting Fields Adding Bookmarks and Cross-References 5. User Reference Tools for longer Documents <ul style="list-style-type: none"> Creating and Modifying Tables of Contents and Indexes Adding Sources and Compiling Bibliographies 6. Work with mail Merge <ul style="list-style-type: none"> Understanding Mail Merge Preparing Data Sources and Main documents Merging Main Documents and Data Sources Sending Personalized E-Mail Messages to Multiple Recipients Creating and Printing Labels 7. Collaborate on Documents <ul style="list-style-type: none"> Coauthoring Documents Sending Documents Directly from Word Adding and Reviewing Comments Tracking and Managing Documents Changes 8. Comparing and Merging Documents <ul style="list-style-type: none"> Working with Styles and Templates Changing Default Program Options Customizing the Ribbon and the Quick Access Toolbar
Aimed at...	Those who have attended “Word Level 1” class already, or Those who have equal experience or knowledge as above.