

Microsoft Word 2013 Expert

Those familiar with using Microsoft Word who now wish to learn advanced features.

Particularly suitable for those wishing to pursue a secretarial or PA role, as well as anyone interested in academic report writing or a career within office administration or office management

Designed for

Perfect for anyone working in an office environment as a Secretary, PA, EA, VA, Admin Assistant etc. This course is designed for those that have already taken our Microsoft Word course, or already have a good working knowledge of the Word programme, and wish to push their skills onto an expert level and use some of the more advanced features.

Aims and Objectives

Through studying our Microsoft Word Expert course you can also be confident that you'll possess the top skills being sought by employers. What's more, you will also be in a position to take the City & Guilds Word Processing Techniques Advanced exam, as well as the Microsoft Office Specialist test (MOS) and ECDL Advanced (Word Processing) exam.

This is a self-study programme, so you can choose to learn at your own pace, with support and encouragement provided by our friendly course advisors when you need it.

Prerequisites

Working knowledge of Word 2013, ideally having completed the Word 2013 course.

Course Content

Lesson One: Carrying out a mail merge using the mail merge wizard, merging an existing letter with an existing data source, creating a new letter and data source, removing, adding, renaming and moving fields in a new data source, adding new records to a data source, inserting merge fields using address block and greeting line, match fields, inserting merge fields using more items, excluding a recipient from the merge, using mail merge to create envelopes and address labels.

Lesson Two: Performing a mail merge using an Excel data source, sorting records, inserting merge fields using the mailings tab, merging the current record, working with a word table data source, customising columns in an office address list, carrying out a simple and advanced filter, previewing and merging using the mailings tab.

Lesson Three: Creating, formatting and modifying a table of contents, viewing a table of contents in web layout view, creating a table of contents using customised styles, creating and modifying an index with sub-entries, creating a cross-reference in an index, inserting a bookmark, using a bookmark to create an index entry, viewing, using and deleting.

Lesson Four: Inserting and updating footnotes and endnotes, viewing and managing notes, removing a hyperlink, inserting a caption, working with automatic captions, inserting a cross reference, recording a macro, running a macro, assigning a macro to a keyboard shortcut, assigning a macro to the Quick Access Toolbar, editing and deleting a macro.

Lesson Five: Creating a new source, inserting a citation and a placeholder, inserting a bibliography, editing a source, modifying a bibliography, managing sources, reusing sources in other documents, creating a new caption label, inserting and modifying a Table of Figures, marking a citation in a legal document, marking multiple occurrences of a citation, inserting and modifying a Table of Authorities, deleting a customised caption label, deleting citations from a master list

Lesson Six: Using outline view, promoting and demoting outline items, moving outline items up or down, expanding and collapsing outline items, working with master documents and subdocuments, collapsing and expanding subdocuments, opening subdocuments, locking subdocuments, removing a subdocument from a master document

Lesson Seven: Creating forms - inserting content controls, form fields, drop-down lists, date fields, using calculations, protecting a form, entering information; applying built in styles using the Quick Style Gallery, using the Style inspector, modifying an existing style, creating new character and paragraph styles, clearing formats, finding and replacing styles

Lesson Eight: Using track changes - enabling and disabling, reviewing a document, accepting or rejecting changes, inserting, viewing and navigating comments, editing and deleting comments; using the reviewing pane, viewing balloon options; comparing and combining documents; finalising a document - checking and removing unwanted information, password protecting, marking as final, restricting editing

Lesson Nine: Saving as a web page, using web layout view, applying a page colour, inserting and using a hyperlink, inserting a SmartArt diagram, modifying a SmartArt diagram, inserting a chart, modifying a chart

Benefits

- Learn how to use this popular word processing program
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 20 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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- ▶ Keyboard Skills
- ▶ Management Skills
- ▶ Secretarial & PA
- ▶ Administration
- ▶ Personal Development
- ▶ Shorthand
- ▶ Bookkeeping & Accounts