

Microsoft Word Advanced Course

Your learning needs are at
the heart of what we do.



By FourSquare Training

We specialise in delivering flexible training programmes and the exact topics taught will vary depending upon your learning requirements.

Day 1

Module 1: Using the Outline View

- Create an Outline
- Working in Outline View
- Collapse/expand Outline headings
- Understanding Outline heading levels
- Move an Outline heading or body text
- Numbering your Outline levels
- Display/hide outline text formats

Module 2: Working with Styles

- Using Quick Styles and the Style Inspector
- Managing, creating and edit styles
- Deleting a style
- Adding a new style to the Quick Styles Gallery
- Clearing formats and styles

Module 3: Producing Tables of Contents

- Creating a Table of Contents (TOC)
- Viewing the TOC Field Code

- Updating the TOC
- Inserting and using TOC Field Codes
- Using Outline Levels

Module 4: Structuring your Document with Section Breaks

- Inserting, removing and modifying Section Breaks
- Inserting Next Page breaks
- Setting continuous and odd/even Page Breaks
- Formatting your document sections individually

Module 5: Paginating your Document with Headers and Footers

- Inserting headers and footers
- Inserting Page Numbers
- Inserting dates
- Configuring first page and odd or even pages
- Set the starting page number

Module 6: Organising Information with Footnotes and Endnotes

Insert, view, browse, move, copy and delete footnotes and endnotes



Module 7: Working with Graphics

- Insert ClipArt and graphics
- Formatting your pictures
- Creating and formatting WordArt objects
- Arranging your graphics
- Adding document watermarks

Module 8: SmartArt

- Adding SmartArt
- Changing colours
- Applying SmartArt graphic styles

Module 9: Working with Drawing Objects

- Create a Drawing Object
- Select and move Drawing Objects
- Use the Drawing Canvas
- Formatting Drawing Objects
- Adding 3D effects to your document
- Layering Text and Drawing Objects
- Deleting Drawing Objects

Module 10: Working with Columns

- Create Columns
- Navigating columns
- Changing the number of columns used
- Applying width and spacing to your columns

- Setting column depth

Module 11: Working with Charts

- producing your first Chart
- Editing a datasheet
- Adding chart titles
- Understanding chart types and changing chart types
- Creating charts from Excel data

Day 2

Module 12: Working with Tables

- Inserting tables into a document
- Selecting, inserting and deleting table rows and columns
- Merging cells within a table
- Rotating and aligning text
- Splitting cells
- Converting a table into text and text into a table
- Adding table headings

Module 13: Sorting Tables

- Good table design for table sorting
- Sorting your tables alphabetically, numerically and by date
- Applying sorting to multiple columns



Module 14: Working with Document Templates

- Selecting a document template
- creating new document templates
- Editing document templates

Module 15: Customising Preferences in Microsoft Word

- Changing Default Font Attributes
- Changing default page settings
- Changing default file locations
- Customising Toolbars

Module 16: Working with Lists

- Customising number lists and bullet lists
- organising and numbering multi-tiered lists
- creating a new list style
- Sorting lists

Module 17: Working with Macros

- Record, Run, Edit and Delete a Macro
- Add a Macro Button to your document
- Organise Macro Projects

Module 18: Using Formulas in Tables

- Creating formulas
- Using functions
- Format and display Field codes
- Re-calculating table formulas

Module 19: Inserting Bookmarks

- Add, View, Go to, cross-referencing and deleting bookmarks

Module 20: Producing Forms in Word for Collecting Information

- Adding a Form
- Saving forms as templates
- Setting form properties
- Using legacy tools and ActiveX Controls
- Protecting forms
- Inputting data
- Printing Forms and print options

Module 21: Managing Word Documents

- Selecting file views
- Sorting Word files
- The My Places Bar
- Adding and removing password protection
- Adding digital signatures



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- Document Recovery

Module 22: Protecting Documents

- The Protect Document Button
- Restrict Document Formatting and Editing
- Create exception rules

Module 23: HTML Features of Microsoft Word

- **Save Word files as HTML**
- insert hyperlinks into your documents
- browse, edit, modify and delete hyperlinks
- Edit and modify HTML pages

Scan the QR code for more course information:



Microsoft Word Course Feedback

“The course was tailored to what we will use it for. Everything was explained exactly how we needed it. I wouldn’t have changed anything. A great instructor and a great personality”

Microsoft Word Beginners Course Rugby

“Just wanted to pass on my thanks for a great training session. We will be booking a further 2 sessions in October and January.”

Microsoft Word Intermediate Course Virtual Classroom

“Extremely interesting and useful course. I have learnt so much over the past two days. Very patient and explains everything very well.”

Microsoft Word & Excel Beginners Courses Bicester

“Both the Excel and Word courses were extremely beneficial to me. Lots of short cuts to help me in my work and save me time. Really well delivered courses.”

Word and Excel Beginners Courses Virtual Classroom

“Everything was clearly presented and explained. We had opportunities to ask questions and the training addressed issues specific to our organisation”

Microsoft Word Beginners & Microsoft 365 End User Courses Suffolk

“Just to say thank you thank you THANK YOU!! The trainer was fantastic, really keep the momentum going! We all learned a variety of things in the training session and I have seen various members of the team using some of the tips that we picked up during the training session.”

PowerPoint and Word Intermediate Training London

“Just very happy!”

Microsoft Word Advanced Course Cheltenham

“Highly recommended!”

Microsoft Word Advanced Training Course Leeds

“Fantastic training – thoroughly enjoyed the day. Very informative.”

Microsoft Word Intermediate Course Newcastle

“I found today's course full of useful everyday things which I didn't know.”

Microsoft Word Intermediate Course Manchester

“The trainer kept the two days full however we had plenty of breaks and it was very informative and stopped and supported when we needed it. Excellent from start to finish.”

Microsoft Word Beginners Course Virtual Classroom



Print responsibly.

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