Mastering Microsoft Word Training

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Duration: **2 Day**

Overview

Microsoft Word provides a wide range of tools and features that are designed to be used when creating longer documents.

Whether you need to learn how to control formatting efficiently, manage tables and graphics or manipulate large quantities of text, this course will show you how. You will also learn how to create referencing content such as a table of contents and figures, work with footnotes and endnotes, captions, cross-references and indexes.

Other topics will cover how to use sections to control formatting so that you can effectively combine portrait and landscape pages, and to utilise changing headers, footers and page numbers throughout a document. You will also see how using mail merge and tracked changes can benefit your workflow.

Prerequisites

- Use of mouse and keyboard
- Ability to navigate the Windows environments
- Create, save and format simple documents
- Use proofing tools such as spelling/grammar and the Editor
- Set page setup and printing options

Dual monitor setup is required for when attending this course via Virtual Classroom.

Target Audience

This course is suitable for anyone using Word 2010, 2013, 2016, 2019 or 365. If you're attending at a QA location, the course will be delivered on Word 2019.

What You Will Learn

- Work more effectively by using Quick Parts and customising the Word interface, as well as utilise shortcuts
- Work with tracking to assist in document collaboration
- Work with tables and graphics to control and manage them
- Use mail merge to automate document creation
- Format and control text and resolve common formatting issues
- Work with document sections to control page setup, headers/footers and page numbering
- Create, apply and manage styles to format documents
- Incorporate referencing tools such as tables of contents and figures; captions, cross referencing and indexes; and use footnotes and endnotes