



MOS – Word Expert

COURSE DETAILS

This series facilitates classroom learning, letting students develop competence and confidence in using MS Office Applications. This course addresses expert-level skills in Microsoft Word.

Target Audience & Prerequisites

This course is aimed at participants who wish to gain an industry qualification in the Microsoft Word environment. Candidates should have an understanding of the Windows environment and be relatively comfortable Managing Files and Folders, Searching for Files and Folders, Using the Control Panel, and Viewing System Information.

Participants must have completed, or be familiar, with all material covered in the Word Core course.

COURSE OUTLINE - EXPERT

(1) Advanced Paragraph & Picture Formats	(6) Merging Documents for Mailing
<ul style="list-style-type: none"> Controlling Text Flow Options Inserting Fields Moving, Resizing and Deleting a Picture Controlling Text Wrapping 	<ul style="list-style-type: none"> Understanding Mail Merge Creating a Main Document Creating a Data Source Adding Merge Fields and Merging Documents Sorting/Filtering Data Records Merging Documents with Different Data Source Generating Mailing Labels
(2) Advanced Document Formats	(7) Using Macros
<ul style="list-style-type: none"> Creating New Styles Using Existing Styles Applying Styles Updating and Deleting Styles Finding and Replacing Styles/Style Formatting Creating Alternating Footers Creating a Different First Page Footer 	<ul style="list-style-type: none"> Recording a Macro Assigning a Macro Running a Macro Editing a Macro Copying a Macro Renaming a Macro Deleting a Macro
(3) Working with Tables and Lists	(8) Creating Forms
<ul style="list-style-type: none"> Embedding and Modifying Worksheets Linking Excel as a Table Sorting Table Data Sorting Lists and other Paragraphs 	<ul style="list-style-type: none"> Adding Text, Drop-Down Form Fields Adding Check Box Form Fields Modifying and Protecting Form Fields Testing and Password Protecting a Form Field
(4) Charts	(9) Working Collaboratively
<ul style="list-style-type: none"> Creating a Chart Modifying Charts Importing Data into a Chart 	<ul style="list-style-type: none"> Tracking Changes Accepting and Rejecting Changes Adding Comments Protecting a Document Creating Multiple Document Versions
(5) Customising Word	(10) Working with Tables of Contents & Indexes
<ul style="list-style-type: none"> Moving and Organising Toolbars Adding and Removing Toolbar Buttons Creating a Custom Toolbar Customising Menus Customising Keyboard Shortcuts 	<ul style="list-style-type: none"> Formatting and Compiling a Table of Contents Updating a Table of Contents Identifying Entries for an Index Creating Cross-References in an Index Formatting and Compiling an Index Editing and Updating an Index
(11) Long Document Formats	
<ul style="list-style-type: none"> Understanding/Inserting Footnotes and Endnotes Locating Notes in a Document Moving and Deleting Notes in a Document Modifying and Deleting Notes Modifying the Reference Mark Style Creating and Using Bookmarks Creating Master Documents and Subdocuments 	