Word Advanced

Course Length: 3 Hrs

Improve your ability, confidence and efficiency with Word to produce impressive documents and present information in a professional style.

Learn how to use styles and templates for consistent presentation of content, simplify working with long documents and reports, add and edit images, design diagrams, collaborate with colleagues, add content from other software and more.

Is this the right course for you?

This is the ideal course if you are comfortable with Word and would like to increase your efficiency with Word to produce exceptional documents.

If you would like to increase your general confidence with Word to perform everyday skills, we recommend attending the Word Essentials course prior to attending Word Advanced.

Course Content

Shortcuts

Work at speed with Word

Learn how to

- Use the keyboard instead of the mouse for frequent commands
- Use smart tags to complete common tasks
- Use Paste Special for effective copying and pasting

Styles and Templates

Use styles for quick and consistent formatting and create templates for documents

Learn how to

- Apply styles to multiple paragraphs for quick and consistent presentation
- Modify styles to change paragraphs
- Create your own styles for paragraphs
- Create customised templates for Word documents

Working with Long Documents and Reports

Simplify creating professional documents

Learn how to:

- Use section breaks to break a document down into smaller sections
- Create landscape pages within a portrait doc
- Add and manage page numbers
- Display text across two or more columns
- Add hyperlinks to create an interactive report
- Use Find and Replace to change formatting
- Create PDF documents
- Use the Navigation Pane to find content
- Create a table of contents automatically

Working with Images and Diagrams

Enhance your reports with effective images and diagrams

Learn how to:

- Add images to enhance documents
- Edit images using various tools
- Reduce the file size of images
- Position text around images
- Create effective SmartArt diagrams
- Edit content within diagrams

Reviewing and Collaborating

Work effectively with others

Learn how to:

- Track changes made to a document
- Accept or reject changes made
- Add comments to a document
- Manage and delete comments
- Combine revisions by multiple authors into one document

Link Excel Content

Add and link content from spreadsheets

Learn how to:

- Link content from Excel which is automatically updated in Word
- Copy and paste multiple objects from Excel

More information

Feedback from trainees

The course and the instructor were first class, managing to explain everything in a way that we took in and understood.

Brilliant! I wish I had been on the course earlier as I know it is going to save me so much time. Thank you!

Suitable for all versions of Word

This course is suitable for all versions of Word, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of Word are also covered.

Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

Further training

Word Advanced is an IQ-IT core skills course, focusing on learning fundamental skills to gain the most from Word. If you would like to learn more about Word or any MS Office software, you can attend another core skills course or tailor a course to suit you. To find out more, please visit **www.iq-it.co.uk**.