

## About this course

A fast-paced course for confident users of Word.

This course looks in detail at the more complex aspects of Word including running Mail Merges, setting up fill in forms and recording macros for automating repetitive tasks.

You'll also learn how to set up referencing, indexing and Table of Contents for documents such as manuals, reports and academic writing.

## What you'll learn

### Mail Merge

- The mail merge process
- Data sources
- Create a data source
- Merge fields
- Filtering merge records
- Merge field switches
- Envelopes & labels

### Custom Templates

- Using existing templates
- Creating templates
- Saving templates
- Modifying templates

### Forms

- Creating a form
- Inserting form fields
- Modifying field codes
- Protecting a form
- Entering form data

### Styles

- Styles review
- Creating styles
- Modifying styles

### Bookmarks

- Defining bookmarks
- Using bookmarks
- Adding hyperlinks

### Footnotes & Endnotes

- Adding footnotes & endnotes
- Changing footnotes & endnotes
- Deleting footnotes & endnotes

### Table of Figures

- Adding captions
- Creating a Table of Figures

### Cross-references

- Adding cross-references
- Updating cross-references

### Bibliography

- Citation styles
- Adding citations
- Creating a bibliography
- Manage sources

### Table of Contents (TOC)

- Apply heading styles
- Create a TOC
- Change TOC formatting
- Update a TOC
- Remove a TOC

### Indexes

- Mark index entries
- Create an index
- Edit/delete index entries
- Update an index

### Recording Macros

- Running a macro
- Recording a macro
- Modifying a macro
- Adding a keyboard shortcut
- Adding a macro to a button

## Get in touch

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