

Microsoft Word - Advanced

Using Mail Merge

- The Mail Merge Wizard
- Creating form letters
- Working with data sources
- Creating mailing labels

Working with Forms

- The Developer Ribbon
- Form Controls
- Creating forms
- Modifying forms
- Protecting and printing forms

Working with Large Documents

- Master documents
- Footnotes and endnotes
- Indexes
- Table of Contents
- Bookmarks and cross-references

Managing Document Revision

- Using track changes
- Comparing document
- Combining Documents

Automation and Customisation

- Recording and running macros
- Modifying and deleting macros
- Customising Word

** Course content can be modified to suit your organisation*



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