



Microsoft Word Advanced

What you'll learn

- ✓ Managing and Reviewing Documents
 - ★ Identify Word's specialist reviewing options to ensure of accuracy before publication
- ✓ Working with Reference Tools
 - ★ Demonstrate various Referencing and indexing functions and produce a contents pages
- ✓ Using Time Saving Tools
 - ★ Understand tools to pre-define text and translate words and phrases to other languages
- ✓ Working with Advanced Graphics and Objects
 - ★ Effectively use Text Boxes, Word Art, SmartArt and Building Blocks to high standards
- ✓ Creating Tables in Word
 - ★ Use and format tables in an organised and professional way
- ✓ Creating Equations and Charts
 - ★ Display specialist formulas in your word document to mathematical publications standard

What does our Word Advanced course cover?

Improve Collaboration and Use Advanced Features

Our Microsoft Word Advanced course is aimed squarely at people whose intention is to produce documents for, and with, others.

So if you work on documents in collaboration with others, this is the perfect course to show how to work together to produce one final, professional document while keeping full control.

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This course also shows you how to add the elements that the most demanding reader would expect to see. You will amaze yourself with the new standard of quality you can produce!

This Microsoft Word skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft word skills?

Course content for Microsoft Word Advanced

1		1 - Managing and Reviewing Documents <ul style="list-style-type: none">» Using Comments» Tracking Changes» Combining Multiple Versions of Documents» Creating an Outline
2		2 - Working with Reference Tools <ul style="list-style-type: none">» Creating a Table of Contents» Creating References within a Document» Creating a Bibliography» Creating Index and Reference Tables» Creating References to Other Documents
3		3 - Using Time Saving Tools <ul style="list-style-type: none">» Using Language Tools» Inserting Pre-Defined Text» Using the Navigation Pane
4		4 - Working with Advanced Graphics and Objects <ul style="list-style-type: none">» Inserting Text Boxes» Inserting WordArt» Creating SmartArt» Editing SmartArt» Using Building Blocks and Quick Parts
5		5 - Creating Tables in Word <ul style="list-style-type: none">» Inserting Tables» Editing Tables» Formatting Tables» Working with Table Data
6		6 - Creating Equations and Charts <ul style="list-style-type: none">» Working with Equations» Creating Charts» Formatting Charts» Analysing Chart Data



This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

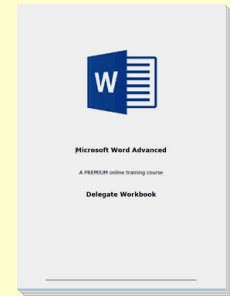
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Word Advanced course

Create Documents That Truly Impress

When you create documents, you need to produce what others expect to see. By learning how to use the advanced features of Word, you will be able to do exactly that.

Our course teaches you how to manage and review documents by tracking changes, using comments to guide others, and combine multiple versions into one document.

From there, you'll learn how to use time saving tools. You'll also learn how to add reference tools like a table of contents, bibliographies and indexes.

And there's more: we show you how to enhance your documents with advanced graphics and objects like Text Boxes, WordArt and SmartArt. Finally you will learn about tables, equations and charts.

You will then be a truly professional creator of documents!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

ZandaX – Change Your Life ... Today

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