WORD – LEVEL 3

Non-Credit Bearing

Master advanced Word features to streamline workflows and manage complex documents with ease

Microsoft Word offers a wealth of advanced tools to help you create, manage, and automate professional documents efficiently. From working with large documents to automating repetitive tasks, understanding these features will save you time and enhance your productivity.

This one-day course is designed for experienced Word users who want to refine their skills. You will learn how to use mail merge, create interactive forms, track revisions, and automate workflows with macros and customisations.

PRE-REQUISITE

Delegates must have completed:

- Word Level 2 **OR**
- Equivalent experience in document formatting, working with sections, and inserting tables and graphics.

WHO SHOULD ATTEND

- Office professionals managing complex reports, contracts, and structured documents
- Managers who need to organise, analyse, and present data effectively
- Marketers designing personalised communications and materials
- Administrators looking to automate and simplify tasks
- Anyone seeking to leverage Word's advanced capabilities for efficiency and impact

HOW YOU WILL BENEFIT

- Use mail merge to personalise mass communications efficiently
- Create and manage forms to collect and process data
- Work with large documents using sections, bookmarks, and cross-references
- Manage document revisions with Track Changes, comments, and version comparison
- Automate tasks using macros, fields, and Quick Parts

One-day course 08:15am-16:00pm
Tel: (031) 267 1229
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TOPIC	WHAT WE WILL COVER
Module 1: **Using Mail Merge**	• Creating personalised letters, labels, and envelopes for mass mailings using the Mail Merge Wizard • Merging data into emails and forms • Editing mail merge settings and data sources to update a form letter
Module 2: **Creating Forms**	• Enabling the Developer Ribbon for form creation • Creating a form using form controls such as text fields, checkboxes, and drop-down lists • Designing interactive forms for data collection • Modifying form control properties • Protecting and testing a form
Module 3: **Working with Large Documents**	• Creating, editing and formatting documents using master documents and subdocuments • Inserting footnotes, endnotes, and indexes • Creating and updating a Table of Contents • Generating and using bookmarks and cross-references to locate text and objects in a document • Using captions for figures and tables
Module 4: **Managing Document Revisions**	• Using Track Changes to monitor edits and feedback • Reviewing a document to accept and reject changes • Managing comments and reviewer inputs effectively • Comparing and combining multiple document versions
Module 5: **Automation and Customisation**	• Recording and running macros for repetitive tasks • Modifying and deleting a macro • Customising the Quick Access Toolbar and Ribbon display for efficiency