



Skills for Business

Microsoft
Word 2010
Advanced

Course Description

This one day work shop is aimed at people who already have good knowledge of Word and can create professional documents, and now want to use the advanced features to manage large documents. Elements covered include:

- ◆ Master Documents
- ◆ Tracking & Comments
- ◆ Comparing & Combining Documents
- ◆ Tables of Contents & Indexes
- ◆ Linking & Embedding
- ◆ Hyperlinks
- ◆ Macros
- ◆ Fields
- ◆ Forms
- ◆ Templates
- ◆ Mail Merging
- ◆ Passwords & Editing Restrictions

Who Should Attend?

People who are responsible for working on complex and lengthy documents and wish to get the most from Word's advanced features.

What Do I Do Now?

For a more detailed Course Outline, or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk