

## Training Course Specification

### Course: Word Advanced (versions 1997 to 2013)

#### Duration: 6 hours

<b>Aims and objectives of the workshop:</b>	<p>This course is designed for users of Word who want to use word to product long documents that contain items such as a table of contents</p> <p>At the end of the course delegates will feel confident about using the programme to produce professional looking documents such as reports</p>
<b>Who should attend:</b>	Word users concerned with long and/or complex documents and advanced page layout needs.
<b>Experience needed:</b>	Delegates should have a good grounding in Word (any version) and be familiar with most character and paragraph formatting features.

### <sup>1</sup>Course Contents

#### Creating and Using Columns

- Using Maths in a Table.
- Creating and Using Side-by-Side Paragraphs.
- Creating and understanding (snaking) Columns.
- Using Dropped Capitals

#### Table of Contents and Tracking Changes

- Using and understanding Headings and Styles
- Using and understanding multi level numbers with headings
- Creating a Table of Contents.
- Editing a Table of Contents.
- Tracking Users Changes.

#### Long documents

- Place Captions on Figures and Tables
- Creating automatic table of Figures and Tables
- Using Footnotes and Endnotes
- Using master files to combine other files
- Creating templates
- Automated templates

**Related courses:** Word Introduction, Word Intermediate

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<sup>1</sup> You can choose from the list to create your own course