



4D Group

## Word Power User

### Who would benefit?

This is a course using the advanced features of Word course for business users who need to create and update large, complex documents effectively.

### Objective

At the end of the course attendees will be able to:

- Create and edit styles
- Create and maintain AutoText entries
- Create and edit templates
- Work with fields (i.e. CreateDate and Fillin)
- Use Table of Contents, footnotes and captions
- Insert linked and embedded objects
- Use the Track Changes feature

### Content

- Consistent formatting with Styles
  - Design and create styles
  - Modify and delete styles
  - Use automatic numbering
  - Use Style Organiser to copy styles between documents
- Work with large documents
  - Use find and replace effectively
  - Use Browse by Object and other tips
  - Manage documents with Outline View
  - Create and manage section breaks
  - Use captions
  - Use footnotes, endnotes and cross references
  - Work with Table of Contents, Table of Authorities and Table of Figures and Indexes
  - Inserting, viewing and updating field codes
- Document templates
  - Create a new template
  - Modify an existing template
  - Save styles and AutoText with templates
- Link and embed objects
  - Paste, link and embed objects from Excel, PowerPoint and other applications
- Workgroup collaboration
  - Understand document security
  - Review documents with Track Changes
  - Use comments and highlighting effectively
  - Use the document compare feature

### Duration

One day

### Prerequisites

Knowledge of Word to intermediate standard