

MICROSOFT WORD ADVANCED (LEVEL 3)	
The Advanced Microsoft Word course is a one day course. Prerequisite – Participants should have attended a Microsoft Word Intermediate Course prior to attending this course.	
PARAGRAPH FORMATTING	
Multilevel Numbering	
Numbering Paragraphs As You Type	
Numbering Existing Paragraphs	
Restart Paragraph Numbering	
Modifying Number Formats	
Define A New List Style	
Bullets	
Change The Bullet Format	
Multilevel Bullets	
Modifying Multilevel Bullets	
Paragraph Spacing	
Remove Paragraph Formats	
ASSESSMENT 1	
ASSESSMENT 2	
ASSESSMENT 3	
HEADING NUMBERING	
Insert Heading Numbering As You Type	
Insert Heading Numbering On Existing Text	
ASSESSMENT 4	
STYLES	
Applying Microsoft Word Styles	
Style Sets	
Colour Themes	
Font Themes	
Applying Individual Styles Using The Ribbon	
Creating Styles	
Rename A Style	
Modify Styles	
Update Style From Existing Format	
Applying Styles To Other Documents	
ASSESSMENT	
TABLES	
Placement Of A Table	
Breaking A Table Across Pages	
Table Headings	
Splitting A Table	
Joining A Split Table	

Converting Text To Table / Table To Text	
Converting Text To Table	
Convert Table To Text	
Numbering Rows And Columns	
Numbering Rows	
Numbering Columns	
Sorting Information In Tables	
FORMULA	
Adding A Column/Row Of Numbers	
Using Average	
Updating Formula3	
Insert A Spreadsheet	
Placement Of An Excel Worksheet	
ASSESSMENT 6	
ASSESSMENT 7	
MAIL MERGE	
Mail Merge A Letter	
Create The Standard Document	
Create Recipients List	
Insert Merge Fields	
Merge Document	
Sorting Recipients List	
Sort Recipients List	
Filtering Merge Documents	
Merging Data With Labels	
Merging Data With Envelopes	
Email Messages	
ASSESSMENT 8	
MACROS	
Record A Macro	
Run A Macro	
Assigning A Macro To A Keystroke	
Assigning A Macro To A Keystroke When Recording The Macro	
Assigning A Macro To The Keystroke After It Has Been Recorded	
Assigning A Macro To The Quick Access Toolbar	
Assigning A Macro To A Tool When Recording The Macro	
Assigning A Macro To The Toolbar Once It Has Been Recorded	
Edit A Macro	
Deleting Macros	
Quick Access Toolbars	
Customise The Quick Access Toolbars	
Reset The Quick Access Toolbars	
ASSESSMENT 9	