

Course Code: VTLOKWAX3
Duration: 2 Days (14 Hours)
SkillsConnect SDF Approved Course

 Eligible for: SkillsFuture Credit
 SDF Grant ■ PIC Scheme


Course Brief

This course has been developed for people who want to use the complex features of Microsoft Word 2013 to work with long documents, create electronic forms and use mail merge to create mass mailings that you individualize for each recipient.

This 2 days course also focuses on tracking document changes and using automation to limit repetitive tasks.

The course will also guide the user to work with tables, columns, graphics and research tools to improve on reports and letters.

Course Outline

ADVANCED STYLE

- Modify Heading (Paragraph) Styles
- Create Numbered Heading Styles
- Protect Style in Document

MAKING CHANGES EASIER

- Document Property
- Using Fields
- Building Block

WORKING WITH LONG DOCUMENT

- Work with Table of Contents
- Work with Table of Index
- Work with Table of Figures
- Work with Bookmark and Cross Reference
- Work with Footnotes and Endnotes

WORKING WITH MAIL MERGE

- Prepare Data in Excel for Mail Merge
- Set up the Main Document (Letter)
- Connect the Document to a Data source
- Refine the List of Recipients
- Filter Records
- Add Recipients
- Compose a Mail Merge Letter
- Preview the Merge
- Set Up the Labels for Mail Merge
- Set Up the Envelopes for Mail Merge

COLLABORATING WITH OTHERS

- Track and Manage Document Changes
- Encrypt Document and Set a Password to Open It
- Add Protection to a Document

WORKING WITH MACRO

- Record a Macro
- Run a Macro
- Assign a Keyboard Shortcut to a Macro
- Assign a Macro Shortcut to the Quick Access Toolbar
- Assign a Macro Shortcut to the Tab

WORKING WITH FORMS

- Display the Developer Tab
- Turn On/Off the Design Mode
- Insert Content Controls
- Insert Legacy Text Field
- Protect Parts of a Form
- Prepare a Form to Be Filled Out
- Form Template
- To Print or Save Legacy Field Data

WORKING WITH DIAGRAMS AND CHARTS

- Create a SmartArt Graphic
- Add Shapes in SmartArt Graphic
- Delete Shapes in SmartArt Graphic
- Apply a SmartArt Style to a SmartArt Graphic
- Create a Chart in Word
- Modify a Chart Data
- Change the Chart Type

This Course Is For

Learners who have attended our Microsoft Word 2013 Basic to Intermediate course or have a working knowledge of the topics covered.

Public Sector - Division 1, 2 & 3
 Private Sector - Applicable to All

Course Fee

S\$320.00 before GST
 S\$342.40 after GST

Related Courses

- Essential Grammar for Effective Writing
- Effective Business Writing

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.