

Microsoft Word 2016 Advanced



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Do you need to create forms for users to input data such as an application or a survey form? Are you sending out hundreds or thousands of letters or brochures to customers or staff and finding it difficult to handle all the different names and addresses in those letters and envelopes? This course is for you. We will teach and guide you on how to simplify these tasks that will help you complete these tedious tasks with much less time and effort.

You will learn how a table of content and a table of index that can be automatically generated and updated. Adding bookmarks, footnotes and endnotes will be a breeze. Your completed document will be looking professional and easy to manage and maintain.

In this 2-day Microsoft Word 2016 Advanced course you will be given many opportunities for hands-on practice in class to ensure you can grasp concepts and become familiar with the Word features.

This Course is For

Learners who have attended our Microsoft Word 216 Basic to Intermediate course or have a working knowledge of the topics covered.

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

Duration

2 Days (14 hours)

Course Fee (after GST)

\$\$\$342.40

Check the website for up-to-date course details and pricing

Eligible for

✓ SkillsFuture Credit ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0041742**



Complimentary refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam! Ample hands on practice to master lessons taught.



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKWAX6** and Course Date. Be sure to inform them that the Training Provider is **Oaks Training**

Course Outline

Advanced Style

- Modify Heading (Paragraph) Styles
- Create Numbered Heading Styles
- Protect Style in Document
- Use the Organizer to Manage Styles

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
- Bookmark and Cross Reference
- Footnoted 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
- Add Protection to a Document
- Remove Protection from 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 Master Document

- Create a Master Document by Inserting Existing Word Documents
- View and collapse Subdocuments
- Subdocument Hyperlinks
- Making Changes to the Master Document and Subdocuments
- Splitting a subdocuments into two
- Merging subdocuments
- Converting a subdocument into part of the mater document
- Deleting a subdocument and its contents from a Master Document

Course Track

Microsoft Word 2016

Basic to Intermediate

↓
Advanced