



Duration: 2 days\*

**What you will cover  
in this course:**

**Assuming you  
have a basic  
understanding of  
Windows & Word,  
you will learn to  
take advantage of  
the features listed.**

*\* If a one day course is  
required then select which  
of the topics are most  
important, to enable the  
tutor to cover them first.*

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### Working With Paragraphs

- Apply paragraph and section shading
- Use text flow options (Windows/ Orphans options and keeping lines together)
- Sort lists, paragraphs, tables

### Working With Documents

- Create and modify page borders
- Format first page differently than subsequent pages
- Use bookmarks
- Create and edit styles
- Create watermarks
- Use find and replace with format, special characters and no-printing elements
- Balance column length (using column breaks appropriately)
- Create or revise footnotes or endnotes
- Work with master documents and subdocuments
- Create and modify a table of contents
- Create cross reference
- Create and modify an index

### Using Tables

- Embedded worksheets in a table
- Perform calculations in a table
- Link Excel data as a table
- Modify worksheets in a table

### Working With Pictures And Charts

- Add bitmapped graphics
- Delete and position graphics
- Create and modify charts
- Import data into charts

### Using Mail Merge

- Create main document
- Create data source
- Sort record to be merged
- Merge main document and data source
- Generate labels
- Merge a document using alternate data sources

### Using Advanced Features

- Insert a field
- Create, apply and edit macros
- Copy, rename and delete macros
- Create and modify form
- Create and modify a form control (e.g. add an item to a drop down list)
- Use advanced text alignment features with graphics
- Customize toolbars