

## Using Microsoft Word Level 3



### Duration

**1 DAY**

### Prerequisites

Either you have attended a Word Level 2 course or have the equivalent experience in the workplace.

### Notes

This is an intensive and practical, Instructor-led, course featuring a hands-on style.

It contains practical advice as well as keyboard shortcuts.

### INTRODUCTION

This course is intended for those who want to build on their skills taught on the Level 2 course or who have the equivalent experience.

Upon successful completion of this course, students will be able to:

- Using Forms.
- Using Mail Merge.
- Using References such as Footnotes and Endnotes.
- Create a Table of Contents.
- Linking and embedding.
- Create and use macros.

### COURSE CONTENT

#### Forms

Create text boxes  
Combo boxes  
Check boxes  
Saving the form as a template

#### Mail Merge

Creating a data source  
Create the standard letter  
Merging the data source  
Filtering the data source  
Complete the merge  
Envelopes and labels

#### References

Footnotes  
Endnotes  
Captions  
Table of Contents  
Create an Index

#### Linking and embedding

Embed and modify an Excel spreadsheet  
Managing links

#### Using Macros

Recording a macro  
Playback  
Edit, delete, copy, rename  
The VB editor

#### Security

Password protection  
Working collaboratively  
Multiple Authors

#### Customising Word

Adding a macro to the Ribbon  
Adding a new tab to the Ribbon