

Microsoft Word - Advanced

Integrate Word with other Office programs; explore advanced graphics; construct, format and protect forms; work with charts and diagrams; develop documents in collaboration with others (add comments, track changes and compare and protect documents); apply advanced find/replace options; create macros; customize Word menus and toolbars.

What You Will Learn

- Integrate Word with other Office programs
- Explore advanced graphics
- Construct, format and protect forms
- Work with charts and diagrams
- Develop documents in collaboration with others (add comments, track changes and compare and protect documents)
- Apply advanced find/replace options
- Create macros
- Customize Word menus and toolbars

Who Should Attend

Learners interested in mastering Microsoft Word processing skills for professional or personal use.

Prerequisites

Word-Intermediate or equivalent experience