

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

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# MICROSOFT WORD ADVANCED

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# MICROSOFT COURSES

## Word Advanced

**Requirements:** An understanding of the English language as well as a basic understanding of Windows 7 or 10 and completion of Microsoft Word intermediate

**Duration:** 1 Day (Available Upon Request)

**Time:** 08:30 - 16:00

**Inclusions:** Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

## OVERVIEW

This course covers advanced Word features, from Mail Merge, to automating tasks and long documents, collaboration and protection, forms and Word options.

The course consists of 1 day in-class where we cover the following but is not limited to:

### 1. Using Mail Merge

- About the mail merge feature
- Prepare the data source
- Prepare the main document
- Select, sort and filter merge records
- Complete the merge and merge to e-mail
- Convert a merge document to a normal document
- Use the Mail Merge Wizard
- Create envelopes and labels

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## 2. Working with long documents

- Insert cover pages
- Insert, edit and remove hyperlinks
- Create bookmarks and cross-references
- Insert footnotes and endnotes
- Insert a table of contents
- Insert an index
- Captions and Tables of Figures

## 3. Working with Forms

- About forms
- Display the Developer tab
- Design the form
- Save the form as a template
- About controls
- Design mode
- Add protection to a form
- Complete a form from a template
- Save form data

## 4. Customising the Word environment

- Share a document
- View multiple documents
- Modify user information
- Change save options
- Show document content
- Change printing options