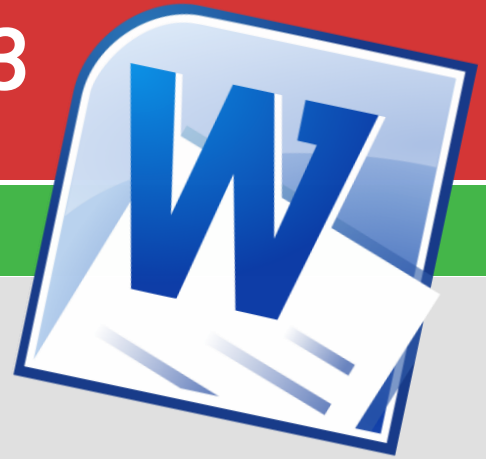


Word 2013 Level 3



Master document creation & presentation

OVERVIEW

Extend your skills to become a true professional in manipulating documents, handling long reports and document automation. Topics include mail merging, columns, interactive documents, tables of contents and indexes.

Page Techniques

- Cover page
- Watermarks
- Page borders

Saving to PDF

- Saving as a PDF
- Viewing a PDF

Mail Merge Techniques

- Excluding, filtering and sorting recipients
- Data source
- Applying rules

Text Boxes

- Insert preformatted text box
- Positioning, resizing, deleting
- Drawing and formatting

SmartArt

- Inserting
- Adding shapes
- Positioning and resizing
- Layout, colour scheme and styles

Building Blocks

- Inserting, creating, saving, editing and deleting building blocks
- Saving to a template

Bookmarks

- Creating bookmarks
- Navigating with bookmarks
- Deleting bookmarks

Table of Contents

- Inserting table of contents
- Navigating and updating
- Formatting

Fields

- Document information field
- Showing and hiding
- Formula fields
- Date and time fields

Interactive Fields

- FILLIN fields
- ASK fields
- Using REF

Tracking Changes

- Enabling and disabling
- Showing and hiding revisions
- Accepting and rejecting changes

Protecting Documents

- Read-Only documents
- Formatting restrictions
- Making exceptions

Electronic Forms

- Creating a form
- Content controls
- Prompts and formulas
- Completing, protecting, saving and editing a form

Importing

- Importing text
- Importing and embedding Excel data

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

A good working knowledge of Word and document creation.

CORE COMPETENCIES

- ✓ SmartArt
- ✓ Table of Contents
- ✓ Fields
- ✓ Tracking
- ✓ Forms

BOOK NOW

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Or call **02 8824 4677**
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