

learning
equals
development

EQV Course Outline



■ Word Advanced

■ 1 Day

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Word Advanced

(1 Day)

Business Benefit

Manipulation of large documents requires a number of techniques this course will demonstrate these so that a user can easily carry them out.

Who Should Attend?

This course will be useful if you need to work with long documents that require table of contents or indexes. Anyone who needs to perform repetitive tasks in word should attend this course to learn how they can be recorded so they can be used again and again.

Learning Objectives

*By the end of this course
you will be able to...*

- Create indexes and tables
- Track document changes
- Record macros and assign to buttons

Course Content

- Outlining
- Document Map
- Sub-documents
- Indexes
- Cross References
- Fields
- Field Codes
- Locking Fields
- Tables of Contents
- Tracking
- Macro Recording
- Playback Shortcuts
- Visual Basic
- Interactions & Decisions
- OK Buttons

2011
Jul 25
Aug 23
Sep 23
Oct 25
Nov 23
Dec 21

2012
Jan 24
Feb 21
Mar 20
Apr 26
May 23
Jun 22
Jul 23
Aug 21
Sep 18
Oct 16
Nov 13
Dec 12

You may also be interested in

[Visual Basic for Word](#)

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

Price:
£255
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Excellent, built on the intermediate course fantastically"

"Another top notch course from EQV"

*"Who knew Word could be so interesting!
Great Course, well done"*

