

This course is suitable for those who have already completed Word Level One and / or Word Level Two or for those who are already proficient in the use of the Level One and Level Two topics and would like to increase their skill level and use of Word. Learn how to automate tasks using templates and by recording and playing back Macros. Ensure there is consistency when formatting larger documents through the use of Styles and learn how to automatically generate and update a Table of Contents in seconds. Learn also how to produce multiple letters, print a number of names and addresses to labels, generate multiple e-mails automatically through the use of the Mail Merge functionality.

It is recommended that you firstly complete the Level One and Level Two training courses prior to attending Level Three. If you would like to attend this course without having firstly attended the Word Level One or Two courses, please complete the MS Word pre-course questionnaire.

## Mail Merge

- ✓ What is a Mail Merge?
- ✓ Creating a basic Mail Merge
- ✓ Merging to Letters
- ✓ Merging to Labels
- ✓ Merging to Catalogue
- ✓ Merging to E-mail
- ✓ Advanced Mail Merge options
- ✓ Sorting Records
- ✓ Finding Records
- ✓ Queries (Filter)

## Working with Columns

- ✓ Creating columns
- ✓ Creating columns for existing text
- ✓ Column Break
- ✓ Modifying Columns

## Consistent Document Formatting

- ✓ Using existing Styles
- ✓ Creating Styles
- ✓ Modifying Styles
- ✓ Deleting Styles
- ✓ Organising Styles / Sharing Styles
- ✓ Style Gallery

## Table of Contents

- ✓ Create a Table of Contents using existing styles
- ✓ Create a Table of Contents using custom styles
- ✓ Updating a Table of Contents

## Templates

- ✓ Using existing Templates
- ✓ Creating Basic Templates
- ✓ Modifying a template
- ✓ Building Form Templates
- ✓ Create Automated Fill-in Field Templates

## Macros

- ✓ Recording a Macro
- ✓ Play a macro
- ✓ Assign a Macro to a toolbar

## Graphics

- ✓ Working with Frames
- ✓ Inserting Clipart
- ✓ Inserting WordArt
- ✓ Using the Drawing Tools