Word Expert

Course Description

Learn the full capabilities of Microsoft Word to create manuals, forms and even desktop publishing. Learn time saving skills like mail merge, tracking changes and document protection. Learn how to create and manage work group templates that will help all the members of your organizational team save time by using standard forms and documents. This course maps to the Microsoft MOS Expert Exam. After reviewing all topics in the manual participants will be prepared to successfully write the Microsoft Office Specialist Expert Exam.

Course Duration: 6 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Merge letters, labels and e-mail using data sources
- Compare or combine documents
- Insert, modify or delete comments
- Track revisions made by one or more people
- Accept or reject changes made in a document
- Manage passwords or restrict types of access on a document
- Generate a table of contents or index in a document
- Work with section breaks and different headers and footers
- Use form fields
- Learn the skills needed to manage large documents, including using the navigation pane

Course Prerequisites

The course assumes that students have completed the Microsoft Word Core course or have equivalent knowledge.

All our courses are backed by our guarantee. We provide authorized Microsoft manuals for every course, Microsoft approved practice exercises, free backup and support. Please check with us about our free refresher policy.