



MS OFFICE

# Introduction to Advanced MS Word

 Laboratory course

DURATION  
**1 DAY**

REGULAR FEE  
**350 \$**

PREFERENTIAL  
FEE  
**300 \$**

## Objectives

Master the time-saving advanced features of Word 2016.

## Targeted audience

Anyone with good knowledge of Word who wishes to explore more specialized features in order to be more efficient and improve the quality of their documents.

## Prerequisite

Moderate to advanced knowledge of Word.

## Content

- Using merge and mail merge
- Combining mail merge labels and directories
- Using macros
- Managing long documents and master documents
- Using footnotes and endnotes
- Using bookmarks
- Creating an index table, a table of figures and table of contents
- Configuring Word options
- Sorting data in a Word table
- Using formulas in a Word table
- Importing and connecting Excel spreadsheets

## General Note

The features covered in this course are available in older versions of Word but may be slightly different.

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## Select the training date\*

Montreal	July 8 2020
Montreal	October 14 2020
Quebec City	October 30 2020