# WORD

**SOFTWARE SKILLS**
**TRAINING**

## COURSE OVERVIEW

You will learn how to:

- Use styles
- Create automatic tables of contents and indexes
- Insert objects into documents
- Work with tables
- Use tabs
- Use mail merge
- Use Multi-level lists
- Track changes

**Level:**
3

**Duration:**
3 hours

### Using Styles
- Apply an existing style to a heading.
- Modify an existing heading style.
- Create a new named heading style.
- Modify the new style and update automatically.

### Create an automatic table of contents
- Prepare a multi-page document.
- Apply heading styles to the document.
- Create an automatic table of contents.
- Customise the formatting of the table of contents.
- Make changes to the document structure.
- Automatically update the page numbers.

### Create an automatic index
- Prepare the document for automatic indexing.
- Mark entries for indexing within the document.
- Create an automatic index structure.
- Customise the layout of the index structure.
- Mark additional entries for the index.
- Automatically update index entries.

### Inserting objects into documents
- Insert an existing Excel chart into a document.
- Inserting text from txt, csv files.
- Create a new chart into a document.
- Insert a presentation slide into a document.

### Working with tables
- Converting text to table layout automatically.
- Merging specific cells in a table.
- Text direction in a table.
- Apply a table design template to a table.
- Using split cells and split table.
- Use calculations within a table.

### Using tabs
- Displaying the Word ruler.
- Setting a range of different tabs stops.
- Adjusting tab stop settings.
- Clearing tab stops.

### Mail merge
- Creating a document for a merge.
- Creating or using an existing data source.
- Inserting merge fields and preview layout.
- Apply the mail merge to selected records.

### Using multi-level lists
- Apply different bullet and numbering styles.
- Applying multi-level lists.

### Tracking changes
- Set a document to track changes.
- Accepting and rejecting changes.
- Comparing documents.