

Microsoft Word 365 Level 3 Course Outline

Duration: 1 Day

This Microsoft Word 365 level 3 advanced training course is the perfect choice for those who want to master the most complex features of Word, including macros and Power Automate. This comprehensive course is packed with exciting advanced-level topics like customising styles, working with fields, and using advanced document formatting tools. With a focus on the latest version of Word 365, you'll learn how to maximise its capabilities and create professional-looking documents that are sure to impress

What You'll Learn

- Learn to create and manage data-driven charts
- Master the skills to create and edit forms
- Automate repetitive tasks efficiently within Word
- Organise and confidently manage long documents
- Utilise the advanced online tools available in Word 365

Course Prerequisites

To get the most out of this course, we recommend:

- A solid understanding of Microsoft Word basics, including document creation and formatting.
- Experience using intermediate features like tables, styles, and multi-page documents.
- Familiarity with cloud tools like OneDrive and collaboration features like Teams.

Full Course Outline

Working with Data-Driven Charts in Microsoft Word 365

- Creating a chart
- Changing the layout and style
- Labelling chart elements
- Formatting chart text and elements
- Changing the chart type
- Showing or hiding grid lines
- Customising axes
- Changing a chart's source data
- Saving a chart template

Using Forms with Microsoft Word 365

- Creating a form
- Resizing a form
- Form elements (text fields, date picker, checkbox, drop downs)
- Using a form template

Document Automation

- An explanation of macros and VBA script (Visual Basic for Applications)
- Recording and running macros
- Editing macros
- Utilising online automation processes with Power Automate

Working with Longer Documents

- Creating a document outline
- Adding and customising a table of contents
- Adding and using bookmarks
- Footnotes and endnotes
- Cross references
- How to create an index
- Captions
- Making a table of figures
- Using the navigation pane

Word 365 Features

- Collaboration using the share feature
- Cloud-based storage with OneDrive
- Real-time co-authoring
- Mobile app functionality and compatibility
- Collaboration using Microsoft Teams

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.