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Microsoft Word: Tips and Tricks Advanced

- Create newsletter columns
- Manipulate graphics
- Insert Table of Contents
- Work with Templates
- Work with styles
- Work with fill-in form fields
- Track Changes
- Customise screen and toolbars
- Macros
- Document Protection
- Create Web Page
- Work with multiple toolbars
- Insert Footnotes
- Insert Comments
- Work with multiple section breaks and advanced headers/footers
- Text boxes and object art
- Bookmarks
- Create Master document and subdocuments
- Advanced document layout and formatting
- Shortcuts