



See more at www.zandax.com/courses/word-advanced

Course information from ZandaX

Microsoft Word 2013/2016 Advanced

A premier Microsoft Word training course from ZandaX

Course duration: 2 hours of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Managing and Reviewing Documents
 - ★ Identify Word's specialist reviewing options to ensure of accuracy before publication
- ✓ Working with Reference Tools
 - ★ Demonstrate various Referencing and indexing functions and produce a contents pages
- ✓ Using Time Saving Tools
 - ★ Understand tools to pre-define text and translate words and phrases to other languages
- ✓ Working with Advanced Graphics and Objects
 - ★ Effectively use Text Boxes, Word Art, SmartArt and Building Blocks to high standards
- ✓ Creating Tables in Word
 - ★ Use and format tables in an organised and professional way
- ✓ Creating Equations and Charts
 - ★ Display specialist formulas in your word document to mathematical publications standard

What does our Word Advanced course cover?

Improve Collaboration and Use Advanced Features

Our Microsoft Word Advanced course is aimed squarely at people whose intention is to produce documents for, and with, others.

So if you work on documents in collaboration with others, this is the perfect course to show how to work together to produce one final, professional document while keeping full control.

Our Microsoft Word Advanced course is aimed squarely at people whose intention is to produce documents for, and with, others.

So if you work on documents in collaboration with others, this is the perfect course to show how to work together to produce one final, professional document while keeping full control.

This course also shows you how to add the elements that the most demanding reader would expect to see. You will amaze yourself with the new standard of quality you can produce!

This Microsoft Word skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft word skills?

Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction and Intermediate courses.

Who's this course for?

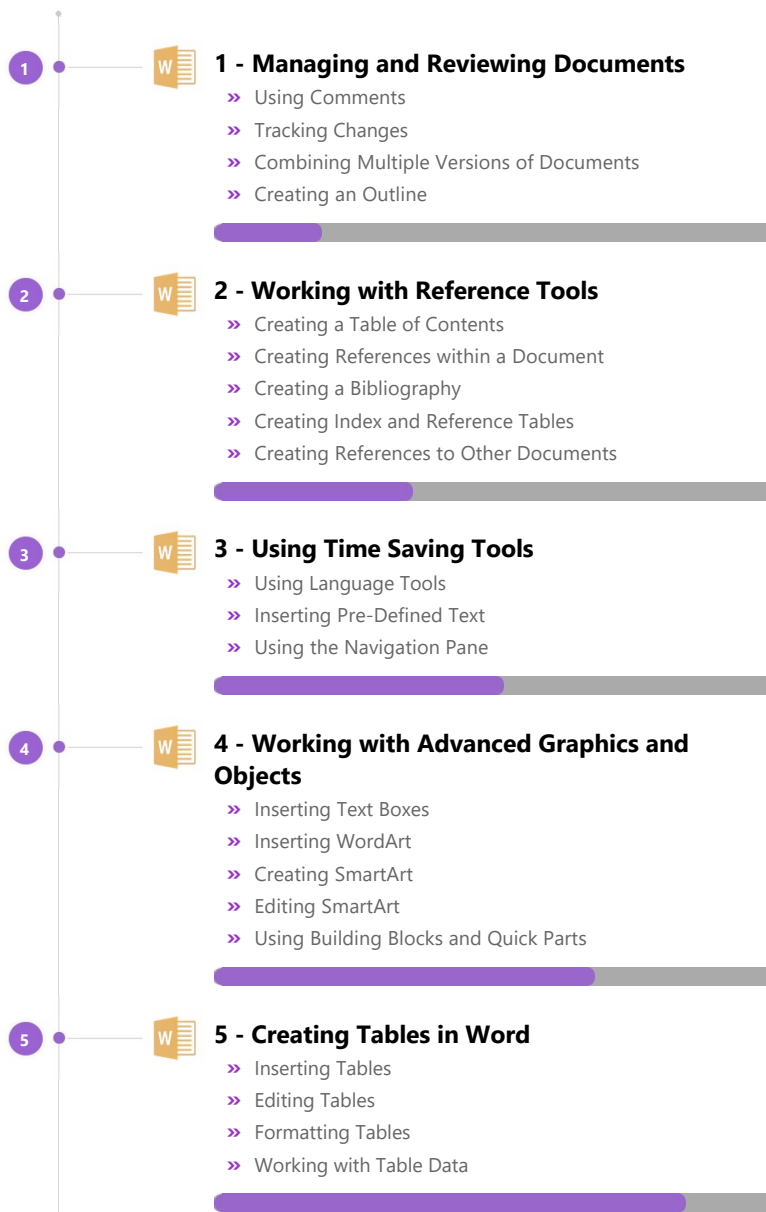
Users with a good understanding of Microsoft Word who want to expand on their capabilities in a short space of time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Word 2013/2016 Advanced



6



6 - Creating Equations and Charts

- » Working with Equations
- » Creating Charts
- » Formatting Charts
- » Analysing Chart Data

And There's a Great Workbook...

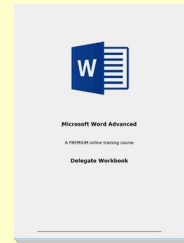
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Word 2013/2016 Advanced course

Create Documents That Truly Impress

When you create documents, you need to produce what others expect to see. By learning how to use the advanced features of Word, you will be able to do exactly that.

Our course teaches you how to manage and review documents by tracking changes, using comments to guide others, and combine multiple versions into one document.

From there, you'll learn how to use time saving tools. You'll also learn how to add reference tools like a table of contents, bibliographies and indexes.

And there's more: we show you how to enhance your documents with advanced graphics and objects like Text Boxes, WordArt and SmartArt. Finally you will learn about tables, equations and charts.

You will then be a truly professional creator of documents!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/word-advanced to view the latest details, including related courses, prices and quantity discounts.



Zandax – Change Your Life ... Today

All content © Zandax 2023



www.zandax.com