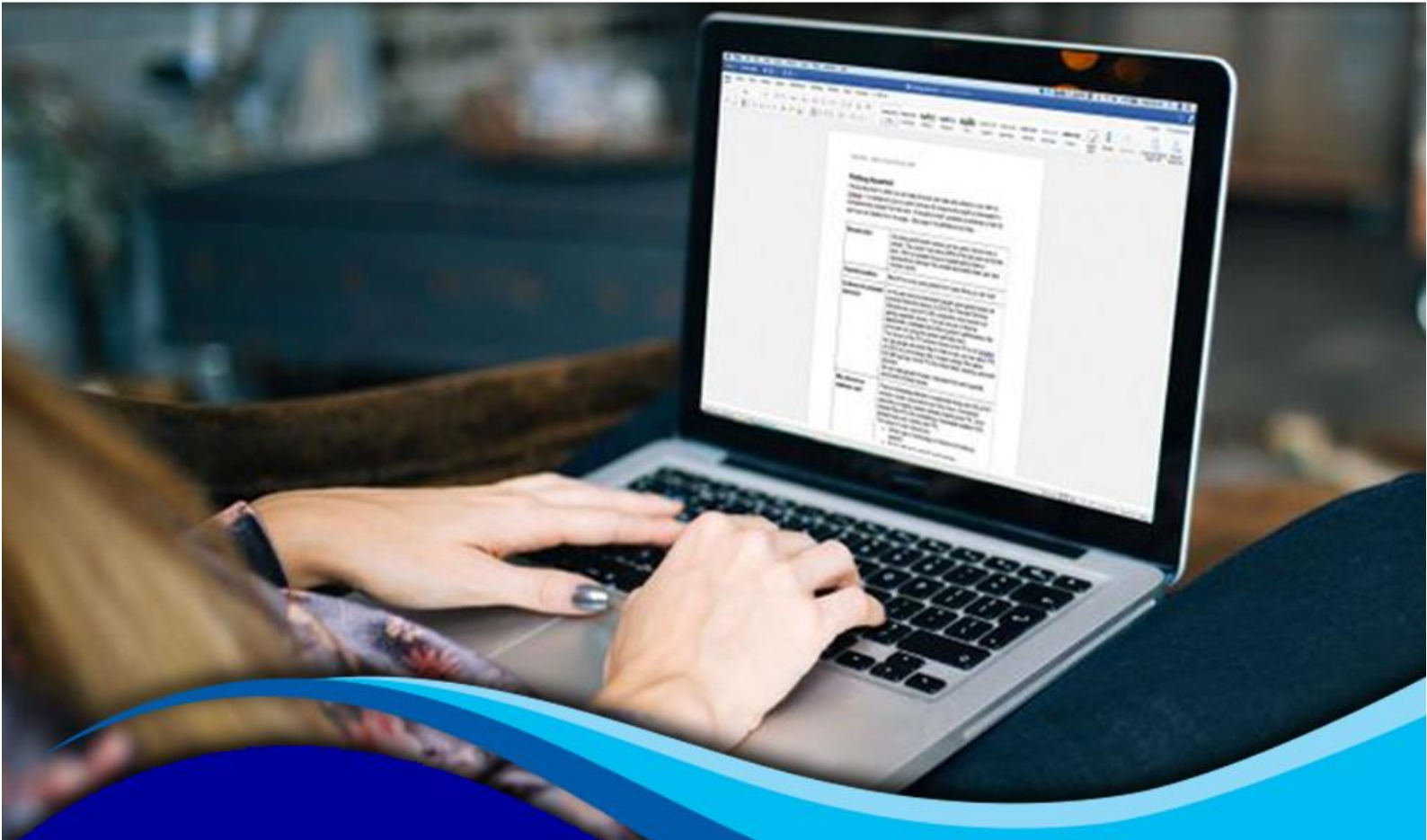




**African Helix  
Training**

*In Pursuit of Excellence and Beyond...*



Microsoft®

**Word**

Part 3: Advanced

**Course Content**

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## Overview

This one-day training is designed to help you master the more sophisticated features of Microsoft Word, taking your document creation and editing skills to the next level. Whether you're looking to automate tasks, create professional reports, or customize templates, this course will equip you with the tools to work more efficiently in Word.



## Course Prerequisites

Basic MS Word skills, including familiarity with creating and formatting simple documents.



## Target Audience

This advanced course is designed to help power users leverage Microsoft Word to collaborate on documents and secure information.



## Course Outline

***Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.***



## Duration

**In Class/Virtual Class: 1 Day**  
(08:30 – 15:30)



## Delivery Methods

- On-Site
- At designated location
- Virtual Live



## What You Get

- Certificate of Completion



## Outcomes and Objectives

- Use advanced formatting tools, styles, and templates.
- Create and manage complex documents such as reports, manuals, or proposals.
- Work with references, tables, charts, and graphics for professional presentations.
- Automate repetitive tasks using macros and quick parts.

Collaborate and review documents effectively.





### **Lesson 1: Collaborating on Documents**

- TOPIC A: Modify User Information
- TOPIC B: Share a Document
- TOPIC C: Work with Comments
- TOPIC D: Compare Document Changes
- TOPIC E: Review a Document
- TOPIC F: Merge Document Changes
- TOPIC G: Co-author Documents

### **Lesson 2: Adding Reference Marks and Notes**

- TOPIC A: Add Captions
- TOPIC B: Add Cross-References
- TOPIC C: Add Bookmarks
- TOPIC D: Add Hyperlinks
- TOPIC E: Insert Footnotes and Endnotes
- TOPIC F: Add Citations
- TOPIC G: Insert a Bibliography

### **Lesson 3: Simplifying and Managing Long Documents**

- TOPIC A: Insert Blank and Cover Pages
- TOPIC B: Insert an Index
- TOPIC C: Insert a Table of Contents
- TOPIC D: Insert an Ancillary Table
- TOPIC E: Manage Outlines
- TOPIC F: Create a Master Document

### **Lesson 4: Securing a Document**

- TOPIC A: Suppress Information
- TOPIC B: Set Editing Restrictions
- TOPIC C: Add a Digital Signature to a Document
- TOPIC D: Restrict Document Access

### **Lesson 5: Forms**

- TOPIC A: Create Forms



- TOPIC B: Manipulate Forms
- TOPIC C: Form Data Conversion

### **Lesson 6: Managing Document Versions**

- TOPIC A: Create a New Document Version
- TOPIC B: Compare Document Versions
- TOPIC C: Merge Document Versions



**For More Details and to Register, Please Contact**

#### **Course Coordinator**

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**ENROLL NOW**

