



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2011 MAC Microsoft Word Advanced Course

This comprehensive Word Advanced MAC 2011 Course builds on the grounding which was learnt in the Word MAC Essentials and Intermediate 2011 courses.

The Word Advanced 2011 MAC course covers some of the more advanced features and functions of Word MAC 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient MAC 2011 Word Advanced skills to create sophisticated analytical spreadsheets and master intricate advanced formula.

This course will prepare the delegate for more advanced Word MAC 2011 courses. The delegate receives a Word Advanced 2011 MAC manual and an electronic attendance certificate on completion of the Word Advanced 2011 MAC Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

- How to use this manual
- Working with tables
- Repositioning the table
- Resizing the table
- Selecting columns/rows
- Changing the column width
- Changing the row height
- Using the ribbon to change column width/row height

- Applying character and paragraph attributes
- Changing the text direction
- Changing the alignment
- Changing cell margins
- Inserting a column/row
- Deleting columns/rows
- Changing table properties
- Merging cells

TOC Continue...

Splitting cells
Splitting the table
Creating custom formulas
Working with worksheets
Inserting and linking a file
Editing a linked object
Updating a linked object
Working with links
Removing a linked object
Working with graphics
Inserting clip art
Removing a clip art item
Redefining your search
Additional clip art options
Closing the clip art task pane
Selecting objects
Selecting multiple objects
Customizing clipart
Moving pictures
Copying pictures
Resizing pictures
Deleting pictures
Oops! Undeleting
Adding shapes
Adjusting shapes
Attaching text to a shape
Aligning text within a shape
Adding a text box
Inserting picture files
Customizing graphic objects
Moving the legend
Deleting the chart
Watermarks
Sorting
Undoing a sort
Sorting merge records
Mailing labels
Creating a single address label
Changing label formats
Creating custom labels
Creating labels from a data file
Closing the styles task pane
Cross referencing text
Inserting footnotes/endnotes
Moving between footnotes/endnotes
Showing notes
Customizing footnotes/endnotes
Removing a footnote/endnote
Creating an index
Marking index entries
Inserting the index
Creating a table of contents
Marking table of contents entries
Inserting the table of contents
Working with master documents
Creating a new master document
Collapsing/expanding subdocuments
Opening subdocuments
Renaming a subdocument
Rearranging subdocuments
Splitting a subdocument
Combining subdocuments
Placing borders around the table
Using table styles
Applying table style options
Drawing/erasing borders
Changing the pen style
Changing the pen weight
Changing the pen color
Moving a table
Resizing the table
Deleting a table
Hiding/displaying the gridlines
Converting existing text to a table
Drawing a table
Inserting a quick table
Sorting table data
Performing math
Creating totals
Arranging objects
Bringing an object forward

TOC Continue...

Sending an object back	Selecting text based on a style
Rotating objects	Clearing the style
Aligning multiple objects	Deleting an unwanted style
Grouping multiple objects	Removing a style from the quick style gallery
Positioning objects	Removing subdocuments
Compressing pictures	Converting a subdocument
Resizing an object	Printing subdocuments
Resetting an object	Locking subdocuments
Changing outline/line colour and style	Unlocking subdocuments
Changing fill colours	Converting a file to a master document
Changing a shape	Sending a document
Adding a shadow	Creating web pages
Adding a 3-d effect	Fonts available for web pages
Adding wordart	Applying styles
Practice exercise	Applying a theme to your web page
Working with smartart	Saving your web page
Creating & modifying charts	Working with the quick access toolbar
Inserting a chart	Viewing/hiding tools
Changing the type of chart	Customizing the quick access toolbar
Editing data	Setting options
Parts of a chart	Popular options
Selecting chart objects	Display options
Changing the chart style	Proofing options
Changing the chart layout	Save options
Sizing the chart	Advanced options
Working with styles	Customize options
Creating a style	Add in options
Applying a style	Trust center options
Managing styles	Resource options
Updating an existing style	
Modifying an existing style	

OFFSITE, OUR VENUE, prices from R 2295 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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EBOOKS AND ONLINE TRAINING

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