



**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 - 2016 Microsoft Word Advanced Course**

This comprehensive Word Advanced 2016 course builds on the grounding which was learnt in the Word Essentials and Intermediate 2016 courses. The Word Advanced 2016 Course covers some of the most advanced features and functions of Word 2016.

This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient 2016 Word Advanced skills to create sophisticated analytical spreadsheets and master intricate advanced formulae.

This course will prepare the delegate for more advanced Word 2016 courses. The delegate receives a Word Advanced 2016 manual and an electronic attendance certificate on completion of the Word Advanced 2016 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](mailto: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

## TOC Continue...

Bringing an object forward  
Sending an object back  
Rotating objects  
Aligning multiple objects  
Grouping multiple objects  
Positioning objects  
Compressing pictures  
Resizing an object  
Resetting an object  
Changing outline/line colour and style  
Changing fill colours  
Changing a shape  
Adding a shadow  
Adding a 3-d effect  
Adding wordart  
Practice exercise  
Working with smartart  
Creating & modifying charts  
Inserting a chart  
Changing the type of chart  
Editing data Parts of a  
chart Selecting chart  
objects  
Changing the chart style  
Changing the chart layout  
Sizing the chart  
Working with styles  
Creating a style  
Applying a style  
Managing styles  
Updating an existing style

Modifying an existing style  
Selecting text based on a style  
Clearing the style  
Deleting an unwanted style  
Removing a style from the quick style  
gallery  
Removing subdocuments  
Converting a subdocument  
Printing subdocuments  
Locking subdocuments  
Unlocking subdocuments  
Converting a file to a master document  
Sending a document  
Creating web pages  
Fonts available for web pages  
Applying styles  
Applying a theme to your web page  
Saving your web page  
Working with the quick access toolbar  
Viewing/hiding tools  
Customizing the quick access toolbar  
Setting options  
Popular options  
Display options  
Proofing options  
Save options  
Advanced options  
Customize options  
Add in options  
Trust center options  
Resource options

**OFFSITE, OUR VENUE**, prices from R 2195 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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- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- ([www.collegeafricagroup.com](http://www.collegeafricagroup.com))

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Get fast reports!  
Master MS Project for quick info and outcomes  
([MS Project](#))

## KEYBOARDING

Save time!  
Learn to touch-type and be more accurate.

## EBOOKS AND ONLINE TRAINING

Excel Essentials 2016 [Ebook](#), workbooks, and solutions.  
Excel Intermediate 2016 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2016 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



## CONTACT DETAILS

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