



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft Word Advanced

Policies, formal reports and forms need to look professional and stay controlled

Professional documents, forms and automation

Duration: One day | **Level:** Advanced | **Delivery:** Onsite or virtual

The business problem

Formal documents such as policies, reports and forms often pass through several reviewers, need references and cross-references, and must be protected before sign-off.

Done by hand, this is slow, error-prone and hard to control, and repetitive tasks are never automated.

You need this course if...

- Several reviewers edit the same document and changes get lost
- Captions, cross-references and citations are maintained by hand
- Documents must be restricted or signed before release
- Teams need fillable forms in Word
- The same formatting steps are repeated every day

How this course solves it

This one-day, instructor-led course builds on Word Intermediate. Delegates produce professional documents with graphics, references and links, collaborate with multiple reviewers, secure documents, build forms and automate repetitive tasks with macros.

Who should attend?

- Staff who prepare policies, formal reports and controlled documents
- Executive assistants and document specialists
- Delegates who have completed Word Intermediate

Course content

1. Working with Images and Media

- Integrating pictures and text
- Adjusting image appearance
- Inserting other media

2. Custom Graphic Elements

- Text boxes and pull quotes
- WordArt and text effects
- Shapes
- SmartArt diagrams

3. Collaborating on Documents

- Preparing a document for collaboration
- Marking up and reviewing markups
- Merging changes from other documents

4. Document References and Links

- Captions and cross-references
- Bookmarks and hyperlinks
- Footnotes and endnotes
- Citations and a bibliography

5. Securing a Document

- Removing hidden and personal information
- Formatting and editing restrictions
- Restricting access
- Digital signatures

6. Using Forms to Manage Content

- Creating and modifying forms

7. Automating Repetitive Tasks with Macros

- Understanding macros
- Recording a macro
- Running and managing macros

Practical Workplace Application

Exercises use policies, formal reports, forms and documents prepared for review and sign-off.

After the course

Delegates will be able to:

- Integrate pictures, media and text in professional layouts
- Create text boxes, pull quotes, WordArt, shapes and SmartArt
- Prepare documents for collaboration and merge reviewers' changes
- Add captions, cross-references, bookmarks, footnotes, citations and a bibliography
- Secure documents with restrictions, access controls and digital signatures
- Create and modify forms
- Record and run macros for repetitive tasks

Training format

Duration: One day

Level: Advanced

Delivery: Onsite or virtual

Certificate: Electronic attendance certificate

Word pathway

Microsoft Word Basic

Create, edit, format, proof and print everyday business documents. [View course](#)

Microsoft Word Intermediate

Longer documents, templates, mail merge and tracked changes. [View course](#)

Microsoft 365 Copilot Training

Apply AI to everyday documents, email and presentations, with human review built in. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/microsoft-office#microsoft-word-training | [What our clients say about us](#)

Regards

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