



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, 2 Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Cell: 082 894 6643

Email: info@psttraining.co.za

MS Word (Advanced)

Overview

This one-day course equips participants with the skills to create, manage, and format advanced business documents. Delegates will learn to work with long documents, forms, and advanced features such as mail merge, macros, cross-referencing, and integration with other applications. The course also covers document collaboration, revision tracking, and document security.

Objectives

By the end of this course, participants will be able to:

- Perform mail merges for letters, labels, and envelopes using data from multiple sources
- Link and embed content from other applications such as Excel and create dynamic hyperlinks
- Work with master documents, footnotes, endnotes, indexes, citations, bibliographies, and tables of contents/figures
- Record, edit, and run macros to automate repetitive tasks
- Organise content using outline view for large or structured documents
- Build and protect electronic forms with various control types and permissions
- Track, review, and manage document revisions from multiple reviewers
- Apply document protection, inspection, and compatibility checks before distribution

Course Prerequisite

MS Word (Intermediate)

Language of Delivery

English

Delivery Methods

This course is facilitated by a competent and experienced subject matter trainer using practical, hands-on learning methods including questions, discussions, exercises and assessments.

Who should attend?

Ideal for professionals who create or manage long, complex, or collaborative documents, including:

- Senior Administrative Assistants
- Office Managers
- Executive Assistants
- HR Managers and Coordinators
- Legal Secretaries
- Project Managers
- Technical Writers
- Marketing Coordinators

Course Outline

This course consists of the following 7 modules

Module 1	Mail Merge • Creating main documents and recipient lists • Adding and editing merge fields • Sorting and filtering recipients • Merging to envelopes and labels • Mail merge with Excel data sources
Module 2	Integrating Data with Other Programs • Paste special, linking, and embedding files • Importing Excel charts and building equations • Creating and managing hyperlinks to files or locations within a document
Module 3	Working with Long Documents and References • Using master documents and subdocuments • Adding footnotes, endnotes, and indexes • Creating citations, bibliographies, and tables of contents/figures • Adding captions and cross-references
Module 4	Macros and Automation • Recording, editing, and running macros • Assigning macros to the Quick Access Toolbar or keyboard shortcuts • Adjusting macro security and deleting macros

Module 5	Outline View and Document Organisation • Working with outline view and thumbnails • Numbering outlines and printing structured documents
Module 6	Creating and Protecting Forms • Adding the Developer tab and inserting form controls • Protecting/unprotecting forms and setting editing permissions • Saving forms as templates and adding digital signatures
Module 7	Document Revision and Collaboration • Using track changes and reviewing options • Accepting/rejecting changes from multiple reviewers • Adding and printing comments • Protecting documents for specific editing rights • Using the document inspector and compatibility checker • Saving and publishing as a web page

Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire