

# Advanced Word



This two day workshop is designed for business users who are familiar with Microsoft Word and wish to learn advanced functions to create professional documents.

## Workshop Content:

- ◆ Creating references in Word
  - ◆ Table of Contents
  - ◆ Table of Figures
  - ◆ Table of Authorities
  - ◆ Index
- ◆ Updating version information in Word
- ◆ Linking Word to Other MS Office applications
  - ◆ Link to Excel
  - ◆ Link to PowerPoint
- ◆ Look up & Research Information
- ◆ Insert Bookmarks
- ◆ Create Captions and Cross References
- ◆ Protecting and Securing Documents
- ◆ Creating Forms in Word
- ◆ Create a Webpage

## Requirements:

- ◆ Workshops are run in-house
- ◆ Workshops are run with a minimum of 6 people
- ◆ Delegates require their own laptops with MS Word 2007 / 2010 already loaded.

**Duration:** 2 Day

### Fees:

R2300 per person excluding VAT  
(Gauteng)

R2900 per person excluding VAT  
( KZN )

R3300 per person excluding VAT  
(Cape Town / Port Elizabeth)

## Contact ICP Consulting

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