



## Word - Level 3

### Description

Examines the advanced features of word processing applications enabling learners to enhance their work, improve productivity and save time. This course covers: apply advanced text and paragraph editing, create and modify templates, track changes and work with comments, work with sections and columns, create tables of content and indexes, footnotes and endnotes, use field codes, form and document protection, modify graphics and apply captions, edit mail merge documents, work with macros and use advanced printing features.

### Skills Required

This course is suitable for those working with Microsoft Word on a daily basis who have experience of using Word at an Intermediate level.

### Units

- ◇ Tables
- ◇ Graphics and Text Boxes
- ◇ Referencing
- ◇ Collaborative Editing and Document Security
- ◇ Master Documents
- ◇ Field Codes and Forms
- ◇ Mail Merge
- ◇ Working with Spreadsheets
- ◇ Macros

### Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

### About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

### Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: [info@cdsacademy.co.uk](mailto:info@cdsacademy.co.uk) or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

**Riverside Innovation Centre,  
1 Castle Drive, Chester CH1 1SL**  
[www.cdsacademy.co.uk](http://www.cdsacademy.co.uk)



# Word Level 3 Course Content

## Tables

- Merge and Split Cells
- Convert Text to a Table
- Sort data
- Perform Calculations

## Graphics, Drawing and Text Boxes

- Modify Graphics
- Align, Group and Layer Objects
- Create a Watermark
- Edit Text Boxes
- Link Text Boxes

## Referencing

- Create, Modify and Delete Footnotes & Endnotes
- Change Footnote & Endnote Options
- Create, Format & Update a Table of Contents
- Add and Delete Bookmarks
- Create and Delete Cross-references
- Add Captions
- Change Caption Options
- Create and Edit Index Entries

## Collaborative Editing and Document Security

- Add and Remove Comments
- Edit Comments
- Track Changes to a Document
- Accept or Reject Changes
- Password Protect a Document
- Change Passwords
- Remove Password Protections

## Master Documents

- Create a Master Document
- Create a Subdocument
- Add or Remove a Subdocument

## Field Codes and Forms

- Insert, Delete, Edit and Update Field Codes
- Lock or Unlock a Form
- Create and Edit a Form
- Change Form Field Options
- Protect and Delete Form Fields

## Mail Merge

- Edit a Mail Merge Data Source
- Sort and Query a Data Source
- Use Different Data Sources

## Working with Spreadsheets

- Modify an Embedded Worksheet
- Create a Chart from a Worksheet
- Modify a Chart

## Macros

- Record a Macro
- Run a Macro
- Copy a Macro
- Assign a Macro to a Button



**Email:** [info@cdsacademy.co.uk](mailto:info@cdsacademy.co.uk)

**Tel:** 01244 515525

**Website:** [www.cdsacademy.co.uk](http://www.cdsacademy.co.uk)

**Address:** Riverside Innovation Centre,  
1 Castle Drive,  
Chester CH1 1SL