

Microsoft Word – Advanced Techniques

Course code: MSWD3

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English. This course is assigned for advanced Microsoft Word users, who want to fully employ its possibilities and create long documents on professional level. You should already know Microsoft Word on "Microsoft Word - practical use" level. This course is suitable for users of every version of Microsoft Office products. Word is a well-matured application and control of its interface has not changed significantly since the 2007 version. There will be 3 latest Word versions installed in each classroom in case the users would like to work with the version they are accustomed to. The student's books of appropriate versions will also be available.

Affiliate	Duration	Course price	ITB
Praha	2	5 800 Kč	0
Brno	2	5 800 Kč	0
Bratislava	2	250 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
20.08.2026	2	250 €	Presence	CZ/SK	GOPAS Bratislava
 24.08.2026	2	5 800 Kč	Presence	CZ/SK	GOPAS Praha
10.09.2026	2	5 800 Kč	Presence	CZ/SK	GOPAS Brno
05.10.2026	2	250 €	Presence	CZ/SK	GOPAS Bratislava
30.11.2026	2	5 800 Kč	Presence	CZ/SK	GOPAS Praha
17.12.2026	2	250 €	Online	CZ/SK	Online
17.12.2026	2	5 800 Kč	Online	CZ/SK	Online

The prices are without VAT.

Who is the course for

This course is assigned for advanced Microsoft Word users

What we teach you

You will learn to fully employ possibilities of Word and create documents of professional level.

Required skills

MS Word - practical use, or equivalent knowledge

Course Outline

Managing long documents

- Working with styles
- Table of Contents
- Footnote
- Cross reference
- Index
- Caption
- Section break types
- Header and Footer

GOPAS Praha
Na Strži 2097/63
140 00 Praha 4 - Krč
Tel.: +420 226 201 390
info@gopas.cz

GOPAS Brno
Nové sady 996/25
602 00 Brno
Tel.: +420 530 513 590
info@gopas.cz

GOPAS Bratislava
Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 902 903 132
info@gopas.sk



Copyright © 2026 GOPAS, a.s.,
All rights reserved

Microsoft Word – Advanced Techniques

- Outline
- Working with subdocuments
- Compare and merge documents

Working with objects

- Drawing pictures
- Insert pictures
- Object types
- Inserting and formatting objects
- Locking object
- Wordart
- Formula and quadratic
- Hyperlink

Mail merge

- Letters
- Envelopes
- Labels
- Directory
- Recipients for mail merge

Forms

- Creating forms
- Locking forms

Macro and Toolbars

- Record new macro
- Play macro
- Edit macro

GOPAS Praha

Na Strži 2097/63
140 00 Praha 4 - Krč
Tel.: +420 226 201 390
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 530 513 590
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 902 903 132
info@gopas.sk



Copyright © 2026 GOPAS, a.s.,
All rights reserved