Word Advanced

Course Duration

1 Day

Objectives & Expected Outcomes

To be able to Create and modify document templates; Create and modify styles; Create outlines and master documents; Create references including footnotes, endnotes, an index and a table of contents; Insert document information using fields; Create forms; Use change tracking to review and share documents; Insert other file objects including Excel worksheets.

Pre-Requisites

Delegates would have ideally attended the Intermediate course or be familiar with all elements of that course through workplace experience.

Subjects

Working with Styles

Character and paragraph styles | Creating and applying styles | Modifying heading styles | Organising styles | Style Gallery | Themes | Expanding/collapsing headings

Working with Forms

Creating a form | Adding controls to a form

Working with Long Documents

Understanding sections | Using Continuous, Next Page and Odd/Even Page section breaks | Working with multiple sections | Headers and Footers | Sorting lists and tables | Using the Outline view to organise and structure a document | Using advanced Find and Replace options | Creating references including footnotes, endnote, a Table of Contents and an Index | Using bookmarks, captions and cross references

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Master Documents

What is a Master Document? | Creating and editing Master Documents and Sub Documents | Printing a Master Document

Sharing Documents with Others

Using the highlighter tool | Understanding change tracking | Controlling tracked changes | Simple Markup | Reviewing tracked changes | Adding, editing and reviewing comments | Replying to Comments | Reviewers Contact Information | Protection options | Document comparison

Using Macros

Understanding macro functionality | Recording a macro | Running a macro | Assigning shortcut keys | Running a macro from the Word interface

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