

Word Advanced - 2 days



Course Objectives

Learn to use the advanced features of Word to their full extent. By the end of this course, students will be able to produce documents to a consistent layout, create complex publications, integrate data from external applications, and use Revisions and Mail Merge effectively.

Prerequisites

It is recommended that students have a good understanding of topics covered in the two levels prior to this course and experience with the fundamental uses and application of Microsoft Word i.e. the ability to produce and store a document, edit text to a required format and layout; organise and maintain text in a table.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Topics

Mail Merging

- Understanding Mail Merge
- Understanding the Mail Merge Process
- Creating a Recipient List
- Creating the Starting Document
- Starting the Mail Merge Wizard
- Selecting a Recipient List
- Inserting Mail Merge Fields
- Previewing the Merged Documents
- Completing the Merge

Recipient Lists

- Understanding Recipient Lists
- Creating a Recipient List
- Customising the Columns
- Adding Records
- Deleting Records
- Saving a Recipient List
- Opening a Recipient List
- Editing a Recipient List

Merging From Scratch

- Understanding Merging From Scratch
- Selecting the Document Type
- Selecting the Recipients
- Inserting the Date
- Inserting an Address Block
- Inserting the Greeting Line
- Typing the Letter
- Inserting Individual Merge Fields
- Previewing the Merge
- Completing the Merge

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options

Document Commenting

- Inserting Comments
- Working With Comments
- Printing Comments

Tracking Changes

- Understanding Tracking Changes
- Enabling and Disabling Tracked Changes
- Switching Between Simple Markup and All Markup
- Using Comments in Tracked Changes
- Showing and Hiding Markup
- Showing Revisions Inline and in Balloons
- Advanced Tracking Options
- Accepting and Rejecting Changes

Footnotes And Endnotes

- Understanding Footnotes and Endnotes
- Inserting Footnotes
- Inserting Endnotes
- Locating Footnotes and Endnotes
- The Footnote and Endnote Dialog Box
- Changing the Number Format
- Converting Footnotes and Endnotes
- Deleting Footnotes and Endnotes

Protecting Documents

- Understanding Document Protection
- Making a Document Read Only
- Working With a Read Only Document
- Restricting Formatting
- Working With Formatting Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection
- Applying an Open Document Password
- Applying a Modify Document Password

Bookmarks

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks

Indexing

- Understanding Indexing
- Marking Index Entries
- Creating an AutoMark File
- Marking Index Entries With an AutoMark File
- Removing Marked Entries
- Generating an Index
- Modifying the Index Format
- Updating an Index

Captions

- Understanding Captions
- Inserting a Caption for a Table
- Inserting a Caption for an Image
- Applying Automatic Captions
- Inserting a Table of Figures
- Changing the Caption Labels
- Updating Caption Numbering

Importing

- Understanding Importing
- Importing Text
- Importing Excel Data
- Importing and Linking Excel Data
- Importing and Embedding Excel Data
- Modifying Embedded Excel Data
- Inserting a Hyperlink to External Data
- Understanding Hyperlinking Options
- Using Hyperlinks

Master Documents

- Understanding Master Documents
- Understanding Subdocuments
- Creating a Master Document
- Creating Subdocuments
- Working With Master Document Views
- Inserting Subdocuments
- Formatting a Master Document
- Editing Subdocuments
- Merging Subdocuments
- Splitting Subdocuments
- Deleting Subdocuments
- Building a Table of Contents
- Printing a Master Document

Electronic Forms

- Understanding Electronic Forms in Word
- Creating the Form Layout
- Understanding Content Controls
- Displaying the Developer Tab
- Inserting Text Controls
- Setting Content Control Properties
- Inserting the Date Picker Control
- Inserting Prompt Text
- Inserting Formulas
- Inserting a Combo Box Control
- Inserting a Drop Down List Control
- Protecting and Saving the Form
- Using an Electronic Form
- Editing a Protected Form

Macros

- Understanding Macros in Word
- Setting Macro Security
- Saving a Document as Macro-Enabled
- Recording a Macro
- Running a Macro
- Assigning a Macro to the Toolbar
- Assigning a Keyboard Shortcut to a Macro
- Editing a Macro
- Creating a MacroButton Field
- Copying a Macro
- Deleting a Macro
- Tips for Developing Macros