

Word Advanced

Course Code

SSA40023

Duration

1 Day

Format

Classroom | Classroom/Virtual |
Virtual

Overview

The Advanced Microsoft Word training course focuses on working with lengthy documents where consistency in both layout and content are important. It concentrates on those Word features which simplify working on longer documents or on multiple documents. It also looks at features such as macros to automate tasks.

Objectives

By the end of this course, delegates should be comfortable with using Microsoft Word's tools to facilitate collaboration and document versioning. Delegates will also learn how to create reference pages and manage long documents. As well, delegates will learn how to create forms using Microsoft Word.

Content

Lesson 1: Collaborating on Documents

- Modify user information
- Share a document
- Work with comments
- Compare document changes
- Review a document
- Merge document changes

Lesson 2: Adding Reference Marks and Notes

- Add captions
- Add cross references
- Add bookmarks
- Add hyperlinks
- Insert footnotes and endnotes
- Add citations

Prerequisites

This course assumes that the user has attended a Microsoft Word Intermediate course or have equivalent knowledge.

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- Insert a bibliography

Lesson 3: Simplifying and Managing Long Documents

- Insert blank and cover pages
- Insert an index
- Insert table of contents
- Insert an ancillary table
- Manage outlines
- Create a master document

Lesson 4: Securing a Document

- Suppress information
- Set editing restrictions
- Restrict document access

Lesson 5: Forms

- Create forms
- Manipulate forms
- Form data conversion

Lesson 6: Managing Document Versions

- Create a new document version
- Compare document versions

Lesson 7: Macros

- Automate tasks using macros
- Create a macro

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