

ONE DAY COURSE OUTLINE

WORD ADVANCE

Prerequisites

This course assumes an intermediate understanding of Word and the creation of documents.

Target Audience

This course is designed for Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

Learning Outcomes

- Create and work with SmartArt
- Create and work with tables of contents and indexes in long documents
- Create and work with master documents
- Insert and edit footnotes and endnotes
- Create, use and delete bookmarks and cross references
- Create and use building blocks
- Use a range of document proofing features
- AutoCorrect and AutoFormat
- Use the features of Word to work collaboratively with others
- Understand and use the tracking changes feature in Word
- Compare multiple versions of the same document
- Create and remove protection from your document
- Understand, insert and work with fields in a document
- Create and work with electronic forms
- Create and work with macros

Contents

SmartArt

- Understanding SmartArt
- Inserting A SmartArt Graphic
- Inserting Text
- Changing the SmartArt Style
- Changing SmartArt Colours
- Adding More Shapes to SmartArt
- Resizing SmartArt

Longer Documents

- Inserting A Table of Contents
- Navigating with A Table of Contents
- Updating Page Numbers
- Updating A Table of Contents
- Customising A Table of Contents
- 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

Master Documents

- Understanding Master Documents and subdocuments
- Creating A Master Document
- Creating Subdocuments
- Inserting Subdocuments
- Editing Subdocuments
- Merging and Splitting Subdocuments
- Deleting Subdocuments
- Building A Table of Contents
- Printing A Master Document

Footnotes & Endnotes

- Understanding Footnotes And
- Endnotes
- Inserting Footnotes
- Inserting Endnotes
- Changing the Number Format

Bookmarks & Cross References

- Creating Bookmarks
- Navigating with Bookmarks
- Creating Cross-References

AutoCorrect

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries Using Math AutoCorrect
- Understanding AutoFormat
- Using AutoFormat
- Using AutoFormat As You Type

Building Blocks

- Understanding Building Blocks
- AutoText Versus Quick Parts
- Inserting A Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks

Document Proofing

- Customising the Spelling Checker
- Customising the Grammar Checker
- Using the Thesaurus
- Setting A Different Proofing Language
- Translating Selected Text
- Setting the Default Language
- Understanding Custom Dictionaries

Working Collaboratively

- Co-Authoring Documents
- Sharing Documents
- Inserting Comments
- Tracking Changes
- Using Comments in Tracked Changes
- Advanced Tracking Options
- Accepting and Rejecting Changes

Comparing Documents

- Understanding Document Comparisons
- Selecting Documents to Compare
- Accepting and Rejecting Changes

Protecting Documents

- Understanding Document Protection
- Restricting Formatting
- Restricting Editing
- Making Exceptions

Fields

- Understanding Fields
- The Field Dialog Box
- Inserting A Document Information Field
- Setting Field Properties
- Inserting Formula Fields
- Inserting A Date and Time Field
- Understanding Interactive Fields
- Inserting A FILL IN Field
- Activating Interactive Fields
- Inserting an ASK Field
- Using REF to Display Bookmarks Activating Fields Automatically

Electronic Forms

- Understanding Electronic Forms in Word
- Creating the Form Layout
- Understanding Content Controls
- Displaying the Developer Tab
- Inserting Controls
- Setting Content Control Properties
- Protecting and Saving the Form
- Using an Electronic Form
- Editing A Protected Form

Macros

- Understanding Macros in Word
- Recording and Running a Macro
- Editing A Macro
- Creating A MacroButton Field
- Tips for Developing Macros