

MICROSOFT WORD ADVANCED

Discover how to use the complex features of Word to work with long documents, create forms and use automation to limit repetitive tasks.



By **SGS**



Prerequisites

Participants will need to have attended the Microsoft Word Intermediate course or have a working knowledge of the topics covered.

Expected outcomes

- Referencing long documents using tables of contents, captions, citations, bibliographies and footnotes
- Use advanced tracked changes and comparing of documents, including merging multiple sets of revisions
- Use Mail Merge to create form letter mailouts
- Create an index for a longer document
- Create electronic forms
- Automate documents and templates using macros

Referencing long documents

- Creating and modifying table of contents
- Adding and modifying captions
- Inserting Citations and creating sources
- Create a bibliography
- Footnotes and Endnotes

Importing and linking

- Copy and paste linking another Word document
- Pasting and linking Excel
- Linking directly from SharePoint
- Direct link to a recently opened document

Advanced track changes

- Comparing and combining documents
- Comparing two versions of a document
- Combining multiple sets of

revisions

- Restrict document editing

Electronic forms

- Adding a text content control
- Setting content control properties
- Removing content controls
- Customising a control in design mode
- Adding date controls to a form
- Creating drop lists
- Creating check boxes
- Adding legacy form controls
- Protecting an electronic form
- Form protection and section breaks

Indexes

- Marking index entries
- Marking cross-references
- Creating an index
- Updating an index

Inserting SmartArt and drawing tools

- Add a SmartArt diagram
- Enter text
- Add and change shapes
- Format SmartArt

Mail merging

- Mail merge wizard
- Link to a table or spreadsheet
- Merge to labels
- Email merge
- Fill in fields

Recording macros

- Macro enabled file formats
- Macro security levels
- Set trusted locations
- Prepare to record macros
- Record and run a simple macro
- Assign a keyboard shortcut
- Assign a macro to the toolbar
- Edit and delete a macro

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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