

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.



Prerequisites

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

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.