



COURSE OUTLINE

Course Name: Advanced Microsoft Word

Target Audience: Staff who are already very familiar and experienced with using Word and now require the advanced level.

Duration: 1 Day

Prerequisites: Students enrolling in this course need to be very knowledgeable, experienced and comfortable working with Word and have previously completed formal Word training.

Course Goals:

The goal of this course is to equip participants with a knowledge of advanced level Word functionality.

Participants will develop an understanding and ability to create and use styles, use mail merge rules, insert table of contents, manage and track changes in addition to using macros and creating dialogue boxes.

The course will include participative and practical elements.

Learning Objectives and Outcomes:

Upon successful completion of this course, students will be able to:

- ✓ Create and use styles and auto format features
- ✓ Create forms and templates
- ✓ Use mail merge rules and use mail merge with labels/letters
- ✓ Insert table of contents/index/captions/footnotes/endnotes

- ✓ Create and use sections
- ✓ Protect content of document
- ✓ Create hyperlinks and bookmarks
- ✓ Manage and track changes using highlights and comments
- ✓ Use macros, create dialogue boxes and understand basics of VBA Programming

Course Content:

<p>Field Codes and Fill in Forms</p> <ul style="list-style-type: none"> ○ Inserting a field code ○ Updating fields ○ Editing and deleting fields ○ Locking or unlocking fields <p>Field Codes and Fill in Forms</p> <ul style="list-style-type: none"> ○ Inserting a field code ○ Updating fields ○ Editing and deleting fields ○ Locking or unlocking fields <p>Forms</p> <ul style="list-style-type: none"> ○ Creating and editing a form ○ Deleting fields within a fill-in form ○ Protecting a fill-in form 	<p>Linking and Embedding</p> <ul style="list-style-type: none"> ○ Linking and embedding objects ○ Embedding an Excel chart ○ Formatting an embedded worksheet within a document ○ Linking an Excel chart to a Word document <p>References Options</p> <ul style="list-style-type: none"> ○ Creating a Table of Contents ○ Updating and modifying an existing Table of Contents ○ Adding a bookmark ○ Cross-reference ○ Creating or editing an index ○ Creating Footnotes ○ Creating Endnotes <p>Collaborative Editing and Security</p> <ul style="list-style-type: none"> ○ To password protect documents 	<ul style="list-style-type: none"> ○ Inserting comments ○ Tracking changes within a document <p>Master Documents</p> <ul style="list-style-type: none"> ○ Creating a Master Document ○ Inserting a table of contents into a master document ○ Editing subdocuments ○ Removing subdocuments <p>Conditional Mail Merging</p> <ul style="list-style-type: none"> ○ Sorting and filtering within mail merge ○ Using conditional mail merging <p>Macros</p> <ul style="list-style-type: none"> ○ What are macros? ○ Recording a macro ○ Assigning a macro to a button
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