



Microsoft Word (Advanced)

2016



Topics Covered:

SmartArt

Understanding SmartArt
Inserting a SmartArt Graphic
Inserting Text
Indenting Text
Changing the SmartArt Style
Changing SmartArt Colours
Changing a SmartArt Layout
Adding More Shapes to SmartArt
Resizing SmartArt

Table of Contents

Understanding Tables of Contents
Inserting a Table of Contents
Navigating With a Table of Contents
Updating Page Numbers
Updating a Table of Contents
Customising a Table of Contents
Formatting a Table of Contents

Indexing

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
Understanding Subdocuments
Creating a Master Document
Creating Subdocuments
Working With Master Document Views
Inserting Subdocuments
Formatting a Master Document
Editing Subdocuments
Merging Subdocuments
Splitting Subdocuments
Deleting Subdocuments
Building a Table of Contents
Printing a Master Document

Footnotes and Endnotes

Understanding Footnotes and Endnotes
Inserting Footnotes
Inserting Endnotes
Locating Footnotes and Endnotes
The Footnote and Endnote Dialog Box
Changing the Number Format
Converting Footnotes and Endnotes
Deleting Footnotes and Endnotes

Bookmarks

Creating Bookmarks
Navigating With Bookmarks
Deleting Bookmarks

Cross Referencing

Creating Cross-References
Deleting 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 Features

Proofreading Your Document
Using Proofreading Marks
Disabling the Spelling and Grammar Checker
Customising the Spelling Checker
Customising the Grammar Checker
Using the Thesaurus
Setting a Different Proofing Language
Translating Selected Text
Setting the Default Language

Custom Dictionaries

Understanding Custom Dictionaries
Adding Words to the Custom Dictionary
Adding Words to the Custom Dictionary File
Deleting Words From the Custom Dictionary
Creating a Custom Dictionary
Changing the Default Custom Dictionary
Disabling and Enabling a Custom Dictionary
Removing a Custom Dictionary

Working Collaboratively

Co-Authoring Documents
Saving to OneDrive

Sharing Documents

Opening Shared Documents

Document Commenting

Inserting Comments
Working With Comments

Printing Comments

Tracking Changes

Understanding Tracking Changes
Enabling and Disabling Tracked Changes
Switching Between Simple Markup and All Markup
Using Comments in Tracked Changes
Showing and Hiding Markup
Showing Revisions Inline and in Balloons
Advanced Tracking Options
Accepting and Rejecting Changes

Comparing Documents

Understanding Document Comparisons
Selecting Documents to Compare
Accepting and Rejecting Changes
Saving the Revised Document

Protecting Documents

Understanding Document Protection
Making a Document Read Only
Working With a Read Only Document
Restricting Formatting
Working With Formatting Restrictions
Restricting Editing
Making Exceptions
Stopping Document Protection
Applying an Open Document Password
Applying a Modify Document Password

Working With PDF Documents

Understanding PDF Documents
Saving a Document as a PDF
Viewing a PDF File in Reader
Opening and Editing a PDF in Word

Fields

Understanding Fields
The Field Dialog Box
Inserting a Document Information Field
Setting Field Properties
Showing and Hiding Field Codes
Showing and Hiding Field Shading
Inserting Formula Fields
Inserting a Date and Time Field
Updating Fields Automatically When Printing
Locking and Unlocking Fields
Applying a Number Format

Interactive Fields

Understanding Interactive Fields

Inserting a FILLIN Field

Typing Field Codes Into a Document

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 Text Controls

Setting Content Control Properties

Inserting the Date Picker Control

Inserting Prompt Text

Inserting Formulas

Inserting a Combo Box Control

Inserting a Drop Down List Control

Protecting and Saving the Form

Using an Electronic Form

Editing a Protected Form

Macros

Understanding Macros in Word

Setting Macro Security

Saving a Document as MacroEnabled

Recording a Macro

Running a Macro

Assigning a Macro to the Toolbar

Assigning a Keyboard Shortcut to a Macro

Editing a Macro

Creating a MacroButton Field

Copying a Macro

Deleting a Macro

Tips for Developing Macros

Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

Delivery Modes:

- On-Site
- Customised Courses



Tel: (07) 3325 3267
Fax: (07) 3264 4488
Post: PO Box 731
Albany Creek QLD 4053

Email: info@envisagetraining.com.au
Web: www.envisagetraining.com.au

Last Updated: Mar 2016
MSWD03

Duration:

1 Day

Who should attend:

This workshop is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation so that they can create and work with features such as SmartArt, indexes, master documents, interactive fields and much more.

Course Pre-requisites:

This workshop assumes an intermediate understanding of Microsoft Word and the creation of documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Excel Intermediate
- Microsoft OneNote
- Microsoft Office