

MICROSOFT WORD - ADVANCED

COURSE LISTING

Students should have attended an Intermediate course or have a good working knowledge of Word prior to this course.

Duration: 1 Day

Templates

- The Normal Document Template
- Where are Templates Stored?
- Creating your own Templates
- Saving a Template
- Editing a Template
- Using Your Own Templates
- Creating a Template with fields codes that stop the cursor

Creating On-line Forms

- Add Word Content controls to the form
- Set or change properties for content controls
- Adding instructional text for content controls
- Adding Form Fields from previous versions of Word
- Protect the form to prepare it to be filled in

Macros

- What is a Macro?
- Working with Macros
- Where are Macros Stored?
- Macro enabled documents and templates
- Recording a Macro
- Running a Macro
- Macros and Security

Tracking & Reviewing Documents

- Working with Track Changes
- Inserting a Comment
- Turning off Track Changes
- Accept or reject changes
- Accept or reject all changes in one pass
- Combine Two Copies of a Document
- Compare Two Copies of a Document

Integration with Excel and other programs

- Creating an Excel spreadsheet directly in a Word Document
- Using SmartArt in a Word document
- Copy and pasting worksheet data from Excel to Word
- Copying and Pasting a Chart from Excel to Word

Styles, Quick Styles and Themes

- Applying Styles
- Styles Task Pane
- Changing/Modifying Styles
- Creating your own Styles
- About Themes
- Choosing a Theme
- Editing a Theme
- Creating your own Theme

Long Document Features

- Using the Navigation Pane
- Creating a Table of Contents using the Heading Styles
- Updating a Table of Contents
- Create a cross-reference
- Marking text for an Index
- Generating the Index
- Updating the Index

Customising the Ribbon

- Adding a Group to an existing Ribbon Tab
- Removing Groups and Tabs
- Adding a Macro to the Ribbon
- Add a Macro to the Quick Access Toolbar